

City of Washington Terrace

Minutes of a Regular City Council meeting

Held on June 16, 2015

City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION

Mayor Mark C. Allen

Council Member Mary Johnston

Council Member Blair Brown

Council Member Robert Jensen- Excused

Council Member Scott Monsen

Council Member Shupe

City Manager Tom Hanson

Finance Director Shari' Garrett

Public Works Director Steve Hanson

City Treasurer Laura Gamon

City Recorder Amy Rodriguez

Others Present

Charles and Reba Allen, Scott Barker,

1. WORK SESSION: 5:00 p.m.

Employee Pay Plan

Hanson explained the Employee Pay Plan. He stated that staff is following Council priorities to attract and retain the best employees for the City. Hanson stated that there are unique needs within the City and noted that a professional staff can help the city succeed at the highest level possible. Hanson explained the pay plan committee process of reviewing job descriptions and matching them with the Wasatch Compensation Group. The committee then overlays the data with data from predetermined cities approved by Council. He stated that each position is analyzed to determine the pay range of the position. The pay range includes blending of the minimum, actual, and maximum.

Hanson stated that the City recently was at a 4 year pay freeze and has been gradually raising the pay to make up that difference. Council Member Brown stated that the City's ability to pay is a focus point. Council Member Johnston stated that we should expect the same caliber of employee regardless of size. Hanson explained total compensation. Council Member Monsen stated that the City needs to be realistic as to who we are. Gamon explained that 4% is taken off of the base pay that they can earn back by pay performance and goal matrix. Council Member Brown asked if the \$32,000 in the new budget for salaries will put the City in the average range of pay. Gamon stated that it will put the City at 10 % below average salaries within the compared cities.

Public Facility Rentals

Mayor Allen stated that he has been approached by people who would like to rent the Civic Center for private functions, dances, practices, etc. Hanson stated that he spoke with neighboring cities and shared their rental fees. He stated that the biggest concern is funding an employee to be present while the building is being used. He stated that prior challenges with renting facilities include damages. Council Member Brown stated that there is potential for damage, but the City can put in place restrictions such as

49 credit card deposits, higher rental fees, and a signature stating that they will pay for any damages.
50 Council Member Monsen stated that the property of the City is owned by the stakeholders of the City and
51 feels that residents need the opportunity to use the facilities as long as there are controls. Council
52 Member Monsen stated that the person responsible for what goes on in the building and to the building
53 should be a resident. Council Member Shupe stated that it is the responsibility of the Council to protect
54 the stakeholders. He stated that he agrees that there should be a credit card deposit to protect against
55 damages. Council Member Johnston stated that the prices have to be high enough to cover the employee
56 to monitor the situation, stating that the old senior center had problems with the neighbors because some
57 of the renters brought in bands, alcohol, and smoking and the police were called on several occasions.
58 Council Member Shupe stated that the facility should be able to be rented to City sponsored events
59 (football banquets, Lions Club).

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61 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

62 Mayor Mark C. Allen
63 Council Member Mary Johnston
64 Council Member Blair Brown
65 Council Member Robert Jensen- Excused
66 Council Member Scott Monsen
67 Council Member Shupe
68 City Manager Tom Hanson
69 Finance Director Shari' Garrett
70 Public Works Director Steve Hanson
71 Recreation Director Aaron Solomon
72 City Treasurer Laura Gamon
73 City Recorder Amy Rodriguez

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75 **Others Present**

76 Charles and Reba Allen, Scott Barker, Travis Thyfault, Ulis Gardiner, Del Kraaima, Michelle
77 Bowthorpe, Masen Bowthorpe, Luke Bowthorpe

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80 **2. ROLL CALL 6:00 p.m.**

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82 **3. PLEDGE OF ALLEGIANCE**

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84 **4. WELCOME**

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86 **5. CONSENT ITEMS**

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88 **5.1 APPROVAL OF AGENDA**

89 Hanson asked to switch the order of 9.3 to the beginning of the agenda. He also stated that he would like
90 to drop item 9.7 as the report is still be compiled.

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92 **5.2 APPROVAL OF JUNE 2, 2015, MEETING MINUTES**

93 Items 5.1 and 5.2 approved by General Consent.

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95 **6. SPECIAL ORDER**

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145 participating in and watching the parade. She stated that the fireworks were very nice and it was a nice
146 evening.

147 Mayor Allen stated that it was a lot of work for a few hours but very well worth it.

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149 **9.3 PRESENTATION: SHERIFF'S OFFICE MONTHLY REPORT**

150 Lt. Talbot presented to Council. Hanson stated that there was a vandalism issue this morning at Rohmer
151 Park. Talbot stated that the deputies will put extra patrol in the parks after dark. Talbot stated that there
152 will be an evacuation drill at Ogden Regional on June 25th. He stated that there will be more evacuation
153 and lock out drills at the school this upcoming school year and invites Council to come and participate in
154 the drills. He stated that city staff will be needed for the reunification drills. He stated that parents and
155 residents are notified before the drills occur. Council Member Shupe thanked the deputies for removing
156 the truck and trailer off of 5600 South. Lt. Talbot stated that drones are becoming a big issue and
157 legislature is being constructed. Hanson stated that he had a drone at the Terrace Days fireworks that was
158 used for photography.

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160 **9.4 MOTION/PROCLAMATION 15-02: LOCAL FIRST INDEPENDENT'S WEEK**

161 Mayor Allen stated that the proclamation honors members of the community and their entrepreneurial
162 spirit.

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164 **Motion by Council Member Monsen**

165 **Seconded by Council Member Brown**

166 **To approve Proclamation 15-02**

167 **“Locals First Independent’s Week”**

168 **Approved unanimously (4-0)**

169 **Roll Call Vote Taken**

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171 **9.5 MOTION: AMEND THE JULY REGULAR CITY COUNCIL MEETING SCHEDULE**

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173 **Motion by Council Member Johnston**

174 **Seconded by Council Member Shupe**

175 **To amend the July meeting schedule to**

176 **Cancel the meeting on July 7, 2015**

177 **Approved unanimously (4-0)**

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179 **9.6 PRESENTATION/DISCUSSION: CONTINUATION OF WORK SESSION ITEMS,**

180 **IF NECESSARY**

181 Hanson stated that the discussion concerned rental of the Civic Center, or City Hall Chambers. Mayor
182 Allen stated that the discussion included whether a staff member needs to be present during the rental, the
183 fees, and deposits. Mayor Allen stated that he has been approached by organizations and citizens who
184 would like to rent the facilities. He stated that at this time it is not allowed to be rented outside of city
185 functions. Council Member Shupe stated that he would like to see this on a trial basis with a refundable
186 deposit that is large enough to cover any damages that may occur and the rental fee must cover an
187 employee at an overtime rate. Mayor Allen stated that he believes that the kitchen is locked and belongs
188 to Weber Human Services and cannot be rented. Council Member Johnston suggested that staff can
189 propose a plan and Council can decide from there. Council Member Monsen agreed that a framework can
190 be composed. Hanson stated that the custodians clean the facility after the seniors leave and this may
191 pose a challenge. Hanson stated that other concerns may be staffing.

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193 Hanson stated that the City has received a request that a garden and retaining wall be allowed to remain

193 on a portion of Rohmer Park. Hanson stated that although the garden looks nice, the City has a concern
194 that there could be a liability if someone was hurt because the City did not make someone take down a
195 structure that was built on City property. Mayor Allen stated that he has been down to the property
196 recently and noticed that another resident is tending a garden on City property. Council Member Shupe
197 stated that there is a watershed issue. He stated that although the wall has been there for a while, he feels
198 that the wall needs to be taken down. Council Member Brown stated that he has met with the resident and
199 agrees that she has no right to build a permanent structure, however, he noted that she tried to do
200 something positive with the land. He stated that if we take the property away from her, the City needs to
201 maintain the property. Council Member Brown stated that we need to send a message that you cannot
202 build a structure on City land, but we should allow her to keep her garden or take care of the weeds
203 ourselves. Hanson stated that the City has to keep the vegetation on the land because it is sensitive land
204 and the vegetation holds up the hillside. Council Member Monsen stated that he has a problem with the
205 permanent structure and it should be addressed quickly. He stated that he would like to see a way to
206 allow the residents to maintain the land. He stated that he would like to see guidelines in place to allow
207 residents to maintain the area. Council Member Brown agreed with Council Member Monsen that
208 guidelines need to be established to let the residents keep the garden.
209 Council Member Johnston stated that if we let one resident keep the land it opens it up to everyone to
210 take a part of our land on Rohmer. She questioned what is to stop them from expanding on the property.
211 Hanson stated that the City has an obligation to protect the sensitive lands and keep vegetation so that the
212 hillside does not fail. He stated that it is part of the USGS sensitive lands overlay regulations.
213 Harris stated that the City has suffered a hillside failure after a resident took it upon himself to clear the
214 land of vegetation.
215 Mayor Allen stated that the City cannot allow residents to take over city property especially because of
216 an obligation to take care of a sensitive hillside.
217 Hanson stated that at this time it is a code violation, but he suggested that the City give the resident 90
218 days to remedy the situation and finish the growing season and then have them remove the structure.
219 Council Member Shupe and Johnston agreed with Hanson's suggestion to let them keep it through the
220 summer.
221 Council Member Johnston stated that the slope is a real hazard and she has seen kids running up the hill
222 and climbing on the hill and feels that the City has to be careful. She appreciates that the resident was
223 trying to make her view as nice as possible but it is to the detriment to the hillside. She stated that the
224 City would assume the responsibility if something were to happen. Mayor Allen stated that he feels that
225 residents should have guidelines as to where they can cut the weeds in front of their property but cannot
226 do any more to the hillside.
227 Staff will evaluate the situation and the land and come back to council with guidelines to be considered.
228 Council was in agreement that wall has to go.

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230 **9.7 PRESENTATION: FISCAL YEAR 2015 IN REVIEW: LEGISLATIVE POLICY**
231 **PRIORITIES ACCOMPLISHMENTS AND HIGHLIGHTS**

232 This item was cancelled. Please see item 5.1.
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234 **10. COUNCIL COMMUNICATION WITH STAFF**

235 * Council Member Monsen proposed that the City take a look at the campaign sign ordinance,
236 noting that 30 days is too late because people can vote by mail 30 days prior to the election. He proposed
237 maybe allowing signs to be posted 2 weeks prior to the election. Hanson stated that he will bring the item
238 on the next agenda. Council Member Monsen wanted to recognize the Bowthorpe brothers who stayed
239 throughout the entire meeting as part of their scout training.
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11. ADMINISTRATION REPORTS

Hanson asked if Council is comfortable with the budget work session process and if they are getting the information that they need. Council Member Johnston stated that she is comfortable with the delivery as to the way it is now. Council Member Monsen agreed and stated that if there is an issue that needs more discussion, it can be taken on a case by case basis. Mayor Allen stated that there are never any surprises with the 5 year budget plan.

12. ADJOURN INTO RDA MEETING

**Motion by Council Member Monsen
Seconded by Council Member Shupe
To adjourn into an RDA meeting
Approved unanimously (4-0)
Time: 7:29 p.m.**

13. UPCOMING EVENTS

June 25th: Planning Commission Meeting 6:00 p.m.
July 3rd: City Hall Closed for Independence Day
July 7th: City Council Meeting 6:00 p.m. – Tentatively cancelled

14. MOTION: ADJOURN INTO CLOSED SESSION

**Motion by Council Member Johnston
Seconded by Council Member Monsen
To adjourn into a closed session
Approved unanimously (4-0)
Roll Call Vote**

Council Adjourned into a closed session meeting to discuss:

- o To discuss the character, professional competence, or physical or mental health of an individual.

15. ADJOURN THE MEETING: MAYOR ALLEN

Mayor Allen adjourned the closed session and regular meeting at 8:43 p.m.

Date Approved

City Recorder