

# City of Washington Terrace

Minutes of a Regular City Council meeting

Held on December 1, 2015

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

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

Mayor Mark C. Allen

Council Member Mary Johnston

Council Member Blair Brown

Council Member Robert Jensen

Council Member Scott Monsen

Council Member Shupe

Public Works Director Steve Harris

City Treasurer Laura Gamon

City Manager Tom Hanson

City Recorder Amy Rodriguez

Lt. Jason Talbot, Weber County Sheriff Office

## **Others Present**

Charles and Reba Allen, Scott Barker

1. **ROLL CALL** 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **WELCOME**

4. **CONSENT ITEMS**

4.1 APPROVAL OF AGENDA

4.2 APPROVAL OF NOVEMBER 17, 2015 MEETING MINUTES AND NOVEMBER  
21, 2015 COUNCIL RETREAT MINUTES

Items 4.1 and 4.2 approved by general consent.

5. **SPECIAL ORDER**

**5.1 PUBLIC HEARING: A PUBLIC HEARING TO CONSIDER POTENTIAL  
PROJECTS FOR WHICH FUNDING MAY BE APPLIED UNDER THE CDBG SMALL  
CITIES PROGRAM FOR PROGRAM YEAR 2016**

**The Community Development Block Grant Public Hearing was opened at 6:03 p.m.**

Mayor Allen opened the public hearing for the CDBG program and stated that this hearing is being called to consider potential projects for which funding may be applied under the 2016 Community Development Block Grant Program. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The Wasatch Front Regional Council, in which Washington Terrace City is a member, is expecting to receive

49 approximately \$1,000,000 in this new program year. All eligible activities that can be  
50 accomplished under this program are identified in the CDBG Application Policies and Procedures  
51 Manual and interested persons can review it at any time. Mayor Allen read several of the eligible  
52 activities listed including examples, such as Construction of public works facilities, ie: water and  
53 sewer lines, fire stations, acquisition of real property, provision of public services such as food  
54 banks or homeless shelters. Also eligible are loan programs for private businesses which would  
55 then hire low income persons and the program can also pay for housing rehabilitation or down  
56 payment assistance for low income homeowners. Mayor Allen indicated that in the past,  
57 Washington Terrace City has received 4 grants that were used for engineering, design, surveying,  
58 and construction management for the 4800 South Road Reconstruction Project, construction of  
59 the new fire station, the seismic upgrades to the water tank, and the Bowery and Restroom project  
60 at Victory Park. The City has handed out its capital investment plan as part of the regional  
61 “Consolidated Plan”. This list shows which project the city has identified as being needed in the  
62 community. It was asked that anyone with questions, comments or suggestions during the hearing  
63 please identify themselves by name, before they speak. The City Recorder will include your  
64 names in the minutes and we would like to specifically respond to your questions and suggestions  
65 during the hearing.

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67 There were no citizen comments.

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69 Hanson stated that the land acquisition for a new public works facility is of high priority for the  
70 City.

71 Mayor Allen then asked if there were any other suggestions. There were no comments from  
72 Council.

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74 **The hearing was adjourned at 6:07 p.m.**

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76 **6. CITIZEN COMMENTS**

77 There were no citizen comments.

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79 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**  
80 **COMMENTS**

81 Due to lack of citizen comments in item 6, item 7 is unnecessary.

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83 **8. NEW BUSINESS**

84 **8.1 PRESENTATION: RECOGNITION OF COUNCIL MEMBER MARY JOHNSTON**  
85 **FOR HER SERVICE AS COUNCIL MEMBER**

86 Mayor Allen congratulated Council Member Johnston on her 12 years of service. Mayor Allen  
87 presented her with a clock in recognition of her work ethic, professionalism, and contribution  
88 to the City.

89 Mayor Allen stated that Council Member Johnston will be missed.

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91 **8.2 DISCUSSION/MOTION: APPROVAL OF THE CONSOLIDATED PLAN –**  
92 **CAPITAL INVESTMENT PLAN PROJECT PRIORITIZATION**

93 Hanson stated that the updated 5 year plan lists the Capital Investment priorities of the City, noting that  
94 the number one item is the land acquisition for the Public Works Facility.

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96 **Motion by Council Member Johnston**  
97 **Seconded by Council Member Mosen**

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**To approve the consolidated plan-  
Capital Investment Plan project prioritization  
Approved unanimously (5-0)**

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**8.3 MOTION: APPROVAL OF THE 2016 ANNUAL MEETING SCHEDULE**

Rodriguez stated that the annual meeting schedule must be approved in accordance with state law. She stated that the meetings will be held every first and third Tuesday of the month, with the exception of November and December, where there will be only one meeting.

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**Motion by Council Member Shupe  
Seconded by Council Member Johnston  
To approve the 2016 Annual meeting schedule  
Approved unanimously (5-0)**

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**8.4 DISCUSSION/DIRECTION: DISPOSITION AND POLICY OF CITY COUNCIL  
ELECTRONIC DEVICES**

Hanson stated that he would like to set policy on how to cycle out electronic devices used by Council for meetings (ie. Ipad) once they leave office or need replacements. He stated that the devices need to stay current in keeping with current technology. He stated that staff suggests that new Council Members could receive new Ipad as opposed to using older devices from previous members. Council Member Johnston stated that digital devices need upgrading around every four years. Mayor Allen agreed with Hanson to upgrade devices if they are slow or not working every four years, however, he stated that if the device is working satisfactorily there would be no need to replace.

Council Member Monson agreed that there is a life span to electronics. Mayor Allen stated that the Ipad method has saved the City in time, paper, and convenience. Council Member Monsen asked about digital storage on records. Hanson stated that more training will need to be done as to electronic communication storage.

Hanson will bring back a written policy for Council approval.

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**9. COUNCIL COMMUNICATION WITH STAFF**

- Mayor Allen thanked Harris and the Public Works Crew who worked on Thanksgiving maintaining the roads during the icy weather.

- Council Member Johnston stated that she will miss the daily reports from the Sheriff's office

**10. ADMINISTRATION REPORTS**

-Hanson stated that work has begun on the Seismic upgrades to the Water Tank as well as the Victory Park Bowery.

-Hanson stated that snow removal has begun and noted that the Sheriff's Office keeps the Public Works crew informed on icy areas.

-Hanson stated that the winter parking ordinance takes effect today. Hanson stated that the officers will be writing citations starting today.

-Hanson stated that the budget season has begun and will be working with Council on budget issues.

-Hanson read a letter that was addressed to the Mayor from Milo Christensen. The letter stated that he would like an autographed photo of the Mayor.

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**11. ADJOURN INTO RDA MEETING**

Council Adjourned into RDA Meeting at 6:38 p.m.

**12. UPCOMING EVENTS**

December 7<sup>th</sup> : Washington Terrace Community Christmas Choir ( to be held at the Library) 7:00 p.m. .

December 17<sup>th</sup>: Planning Commission Meeting 6:00 p.m.

December 25<sup>th</sup>: City offices closed in observance of Christmas

January 1<sup>st</sup> : City offices closed for New Year's Day

January 5<sup>th</sup>: Oath of Office for newly elected and re-elected officials 5:30 p.m.

January 5<sup>th</sup> : City Council Meeting 6:00 p.m.

**13. MOTION: ADJOURN INTO CLOSED SESSION**

Council adjourned into closed session to discuss:

- To discuss the character, professional competence, or physical or mental health of an individual.
- Strategy session to discuss pending or reasonably imminent litigation

**Motion by Council Member Johnston**

**Seconded by Council Member Brown**

**To adjourn into closed session**

**Approved unanimously (5-0)**

**Roll Call Vote was taken**

**Time: 7:24 p.m.**

**14. ADJOURN THE MEETING: MAYOR ALLEN**

Mayor Allen adjourned the closed session and regular meeting at 8:01 p.m.

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**Date Approved**

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**City Recorder**