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2 **City of Washington Terrace**
3

4 Minutes of a Regular City Council meeting
5 Held on March 19, 2014
6 City Hall, 5249 South 400 East, Washington Terrace City,
7 County of Weber, State of Utah
8

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

10 Mayor Mark C. Allen
11 Council Member Mary Johnston
12 Council Member Blair Brown
13 Council Member Robert Jensen
14 Council Member Scott Monsen
15 Council Member Val Shupe
16 City Manager Tom Hanson
17 Public Works Director Steve Harris
18 Recreation Director Aaron Solomon
19 City Recorder Amy Rodriguez
20

21 **Others Present**

22 Charles and Reba Allen, John Kraaima
23

24 **1. ROLL CALL**

7:00 P.M

25
26 **2. PLEDGE OF ALLEGIANCE**

27 Scout Troop 75 led the pledge of allegiance.
28

29 **3. WELCOME**

30
31 **4. CONSENT ITEMS**

32
33 **4.1 APPROVAL OF AGENDA**

34 **4.2 APPROVAL OF FEBRUARY 18, 2014 MEETING MINUTES AND MARCH 4,**
35 **2014 WORK SESSION MINUTES**

36 Items 4.1 and 4.2 approved by general consent.
37

38 **5. CITIZEN COMMENTS**

39 There were no citizen comments.
40

41 **6. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
42 **COMMENTS**

43 Due to lack of citizen comments in item 5, item 6 is unnecessary.
44

45 **7. NEW BUSINESS**

46 **7.1 PRESENTATION: SHERIFF'S OFFICE MONTHLY REPORT**

47 Lt. Burns has been excused from the meeting. Hanson stated that the numbers have gone down in
48 recent weeks.

49

50 **7.2 MOTION/ORDINANCE 14-03: ORDINANCE APPOINTING THE CITY**
51 **COUNCIL AS THE WASHINGTON TERRACE ARTS COUNCIL**

52 Hanson stated that the City will need an Arts Council to receive any Recreation, Arts, Museum,
53 Parks (R.A.M.P) funding for any art related activities, such as Terrace Days. Staff felt that the
54 City Council would be a good recommendation because the Arts Council would need to notice
55 meetings as they do with City Council meetings and this may streamline proceedings.

56 **Motion by Commissioner Monsen**

57 **Seconded by Commissioner Shupe**

58 **To approve Ordinance 14-03**

59 **Appointing the City Council as the**

60 **Washington Terrace Arts Council**

61 **Approved unanimously (5-0)**

62 **Roll Call Vote**

63

64 **7.3 MOTION: APPROVAL OF THE CONSTRUCTION MANAGEMENT**
65 **CONTRACT FOR THE ADAMS AVENUE ROADWAY PROJECT**

66 Harris stated that the project is still on track to be put out to bid and construction to start in May.
67 He stated that the bid has to be bid for 24 days to remain in federal compliance. Harris stated that
68 four different firms have sent in statements of qualifications in response to the RFP sent out by
69 UDOT. The firm CEI has been chosen by the Board. Harris stated that the contract proposal from
70 CEI is \$323,617.80. Harris recommends approving a higher amount because there may be
71 unforeseen requirements and paperwork. Harris stated that the city will pay 6.77 percent of the
72 cost. Harris noted that the contract is being reviewed for scope of the project and may be
73 negotiated.

74 Harris stated that it is the city's project; however the Federal Highway Administration has set up
75 for UDOT to be the administrator of the project. Harris stated that the city is contracted with
76 UDOT to have our interest served and commit to paying 6.77 percent of the project. Harris stated
77 that he was on the Board to review the statements of qualifications.

78 Council Member Shupe asked to see documentation on qualifications to justify the amount of
79 salary listed for the contracted employees. Harris stated that the cost is comprised of wages,
80 benefits, equipment costs, and overhead expense to run the company. Council Member Shupe
81 asked to review the breakdown of the costs. Harris stated that this is standard practice and he will
82 be able to supply a breakdown for Council. Hanson stated that the firms have been through the
83 vetting and approval process through UDOT. Harris stated that the total project has is close to
84 5.4 million dollars. The city has budgeted for the 6.77 percent portion that we have committed to
85 pay. Council Member Jensen asked if the city is liable for any injuries or problems that occur
86 during the project. Harris stated that the city is named as additionally insured through the bonds
87 that UDOT will need to procure. He stated that UDOT will cover any road or construction issued
88 for the first year after the project. Harris stated that the amount of the contract will be agreed
89 upon before the contract is approved. Harris recommended that Council approve the amount a
90 little higher than the contract amount, although he noted that he does not foresee any changes in
91 the contract amount. Council Member Monsen stated that he feels that UDOT is in control of the
92 project and questioned what power the city has in the project. Hanson stated that the city is the

93 steward of the funding and has a stake in a portion of the funding. The city has ultimate control
94 over how the project is controlled. Hanson noted that it is to the city's advantage to have UDOT
95 involved in the project. He stated that it is advantageous to work with UDOT to make sure that
96 every detail of the process is met. Harris stated that an agent of the Federal Highway must
97 monitor the project.

98 **Motion by Council Member Jensen**
99 **Seconded by Council Member Johnston**

100 **To approve the construction management contract as presented**
101 **For the Adams Ave. Roadway Project**
102 **Approved unanimously (5-0)**
103

104 There was a discussion concerning approving only the exact amount of the contract and making
105 it mandatory for additional Council approval if the amount increased. Harris explained that the
106 contracting policy in the city states that Council approval is not needed if the amount adjusted is
107 \$25,000 or less. He noted that this policy could be changed if directed. Hanson stated that the
108 amount would only change if the project needs to be extended or if there are any unforeseen
109 circumstances. Mayor Allen clarified that if there were any changes under \$25,000, Hanson and
110 Harris would make the decision without Council approval. Council Member Shupe stated that he
111 was fine with the explanation. Council agreed on the original motion.

112
113 **7.4 MOTION/RESOLUTION 14-02 : TO AMEND THE FLEET MANAGEMENT**
114 **PLAN**

115 Hanson stated that the language change would allow staff to do a 2 year roll over of vehicles as
116 long as it is in the best interest of the city.

117
118 **Motion by Council Member Jensen**
119 **Seconded by Council Member Monsen**
120 **To approve Resolution 14-02 to**
121 **Amend the Fleet Management Plan**
122 **Approved unanimously (5-0)**
123

124 **7.5 MOTION: TO APPROVE FLEET PURCHASES**

125 Hanson stated that in the past the city has used a vehicle until its expired useful life. He noted
126 that it was found that those vehicles required extra maintenance and repairs. He stated that the
127 city is able to buy vehicles at a lower cost than a dealership and keep them for 2 years, and then
128 re-sell them.

129 Hanson reviewed the current vehicles on the roll over list and their replacements and trade
130 values.

131 Hanson highlighted 4 vehicles from the older fleet and requested to start them on the 2 year roll
132 over rotation, thus bringing the total to 10 new vehicles this cycle.

133 Council Member Brown stated that he would like to see the numbers on the substantial discount
134 that Hanson spoke of. He also noted that he is concerned because public interest and public
135 monies are used and would like more data on the resale and discount prices. He stated that he
136 does not want to make a decision until the data is supplied. He also noted that he does not buy
137 into the 2 year roll over fleet plan, stating that 2 years may be too short of a time for some
138 vehicles. Council Member Johnston stated that it is very typical for agencies to follow this type

139 of plan because of the low state purchase price. She stated that she believes that it is smart to
140 have a plan in place and not randomly sell vehicles. She likes the plan and feels that the ongoing
141 purchases are serving the citizens. Council Member Shupe agreed with Johnston that there is
142 value in the process of keeping the vehicles under warranty and then turning them over for a
143 good resale price. He stated that there is value in keeping the vehicles operable.
144 Hanson stated that the vehicles that are to be sold are in a more desirable condition than the
145 vehicles that were sold two years ago at the start of the plan. Council Member Monsen asked if
146 the prices presented to Council were secure. Hanson stated that the price comparisons are based
147 off of ADDA book values. Council Member Jensen stated that he worked in the leasing business
148 for some time and stated that larger companies lease vehicles on a 36 month lease basis and were
149 profitable when selling them when they were done. He stated that the concept is the same for the
150 city and agrees that it makes sense to do this plan on a small scale. He stated that it would be
151 prudent for the city to sell vehicles while they are still valuable. Council Member Brown stated
152 that he is not convinced that the timeframe should be set at an automatic 2 years and would like
153 to see a history on the vehicles that have been purchased and sold within a short amount of time
154 and made a profit. Hanson stated that the city has a breakdown on the current fleet history and
155 can provide the documentation if needed. Mayor Allen commented that the miles traveled on the
156 vehicles do not add up to a large amount and the vehicles will sell for a good price
157 Hanson clarified that the approval would be for the 6 vehicles on the 2 year roll over plan plus
158 the 4 extra vehicles from the older fleet highlighted in yellow on the chart.

159
160 **Motion by Council Member Shupe**
161 **Seconded by Council Member Johnston**
162 **To approve the Fleet Purchases for the vehicles on the**
163 **two year roll over plan Plus the additional four highlighted in yellow**
164 **Approved (4-1)**
165 **Council Members Johnston, Jensen, Monsen, Shupe- Aye**
166 **Council Member Brown -Nay**
167

168 **7.6 MOTION: APPROVAL OF PURCHASE A LAWN MOWER WITH R.A.M.P.**
169 **POPULATION FUNDS**

170 Solomon stated that the city was granted \$9060.00 in R.A.M.P. Population funds. Staff would
171 like to use the funds to purchase an industrial lawn mower to take care of city parks and
172 recreation fields, among other areas. Solomon explained that this will help the city maintain the
173 baseball and soccer fields. Solomon noted that it would save the city \$200 a week in extra
174 mowing costs. After researching prices, staff is requesting that the Council approve the purchase
175 of a mower not to exceed \$10,000. Council Member Monsen inquired if the mower would
176 infringe on our contract with Wilkinson Maintenance. Solomon stated that the current contract
177 allows for Wilkinson to mow once a week and the grass is too high by the Saturday games.
178 Council Member Shupe stated that we should be taking care of our fields and feels that this is a
179 great idea. He stated that the ball players expect a great field to play on. Mayor Allen agreed that
180 the fields should be kept in great condition for the players and supports the purchase of the
181 mower so that the city can maintain the fields at optimal conditions.

182
183 **Motion by Council Member Monsen**
184 **Seconded by Council Member Shupe**

185 **To approve the purchase of a lawn mower using**
186 **R.A.M.P Population Funds**
187 **Approved unanimously (5-0)**
188

189 **7.7 MOTION: APPROVAL OF CONSTRUCTION CONTRACT FOR THE**
190 **LITTLE ROHMER BATHROOM PROJECT**

191 Solomon stated that the city was granted \$40,000 for the construction of the bathrooms at Little
192 Rohmer Park. He stated that demolition and painting will be completed by the city and has been
193 dropped from the bids. Solomon stated that the city opened up a public bid. He stated that the
194 contract total is set at \$52,139.32.

195
196 **Motion by Council Member Johnston**
197 **Seconded by Council Member Jensen**
198 **To approve the Construction Contract for the**
199 **Little Rohmer Bathroom Project**
200 **Approved unanimously (5-0)**
201

202 **8. COUNCIL COMMUNICATION WITH STAFF**

203 * Council Member Johnston stated that she went to the Sewer Plant seminar this afternoon
204 and appreciated the information that she received.
205 She also stated that she appreciated that some lingering garbage was picked up this week.

206
207 * Council Member Brown stated that he has good comments concerning staff and hears
208 positive comments from residents concerning staff and their demeanor.

209
210 * Council Member Shupe stated that he would like to hear the numbers on football sign ups
211 and recommends keeping the teams to 25 kids.

212
213 * Mayor Allen stated that he appreciated Hanson and Council Member Johnston for
214 attending the nutrient seminar held today by the Central Weber Sewer District.

215
216 **9. ADMINISTRATION REPORTS**

217 Hanson noted that the city has received the GFOA award again this year. He stated that the
218 budget document is comprised of the combined work of staff and Council. Hanson expressed his
219 appreciation to Shari' Garrett for her work on the document.
220 Hanson stated that the generators for the Civic/Senior Center and City Hall are up and running.

221
222 **10. UPCOMING EVENTS**

223 **March 27th : Planning Commission Meeting 6:00 p.m.**

224 **April 1st : Terrace Days Planning Meeting 5:30 p.m.**

225 **April 1st : City Council Meeting 6:00 p.m.**

226 **April 9-11th: ULCT Conference in St. George**

227 **April 15th: City Council Meeting 6:00 p.m.**
228

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

230 Mayor Allen adjourned the meeting at 8:27 p.m.

231
232 **12. TERRACE DAYS PLANNING MEETING (Immediately following the regular**
233 **Scheduled meeting**

234
235 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

236 Mayor Mark C. Allen
237 Council Member Mary Johnston
238 Council Member Blair Brown
239 Council Member Robert Jensen
240 Council Member Scott Monsen
241 Council Member Val Shupe
242 City Manager Tom Hanson
243 Public Works Director Steve Harris
244 Recreation Director Aaron Solomon
245 City Recorder Amy Rodriguez

246
247 **Others Present**

248 None

249
250 Solomon stated that there are a few different items on the proposed agenda. He highlighted a
251 possible city history photo contest. He noted that he can line up a car show if Council directs. He
252 stated that the car club would like prizes and shirts. He also noted that another option could be
253 more classic cars in the parade. Mayor Allen stated that he is concerned that there is not a
254 location to place the cars, noting that he would rather see the cars in the parade. Council Member
255 Monsen agreed to have them in the parade. Council Member Shupe suggested that the cars can
256 be judged during the parade. Mayor Allen stated that it would be fun to have cars belonging to
257 Terrace residents only in the parade, noting that there are many residents who have cars that they
258 would like to show off. His idea is to make it a “Do you have the best looking car in the Terrace”
259 and keep it local to residents. Council Member Monsen stated that he believes there would be a
260 good response if the city can get the word out to everyone. Solomon stated that he will advertise
261 and see what type of response he receives.

262 Hanson stated that the number one reason for Terrace Days is to build a sense of community and
263 engage residents.

264 Hanson stated that budget discussions will start April 15th at 5:00 p.m. He asked if everyone
265 could make it to Terrace Days Planning at 4:30 p.m. It was decided that the Terrace Days
266 Planning meetings should begin at 4:30 p.m. if there is a budget work session scheduled.
267 Solomon stated that he is going to be receiving help and contacts from the coordinator of
268 Riverdale’s parade. Solomon noted that he has seen the band play and they have good music.
269 Hanson noted that beverage sales will be limited to city sales only. Council Member Johnston
270 suggested a Dutch Oven Cook-Off. Hanson noted that he would like to have good troop
271 participation for the flag ceremonies this year. Solomon stated that he has been in contact with
272 the reptile exhibitor. Council agreed that it would be fun for the kids. Mayor Allen stated that the
273 Lion’s Club would sponsor a Friday Night Movie in the Park event and possibly several
274 throughout the summer. Solomon will research prices.

275
276 **The meeting adjourned at 9:03 p.m.**