



**Regular City Council Meeting**  
**Tuesday, January 16, 2018**  
**City Hall Council Chambers**  
**5249 South 400 East, Washington Terrace City**  
**801-393-8681**  
[www.washingtonterracecity.com](http://www.washingtonterracecity.com)

**1. WORK SESSION: FIRE AND AMBULANCE STRATEGY PLANNING 5:00 P.M.**

Topics to include, but are not limited to: discussion of application submittal for an ambulance license, future of Washington Terrace Fire Department

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

**3. PLEDGE OF ALLEGIANCE**

**4. WELCOME**

**5. CONSENT ITEMS**

**5.1 APPROVAL OF AGENDA**

Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.

**5.2 APPROVAL OF JANUARY 2, 2018, MEETING MINUTES**

**6. CITIZEN COMMENTS**

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

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

Council and staff will consider and address concerns and take appropriate measures to follow up on any comments made in the citizen comments item on the agenda.

**8. NEW BUSINESS**

**8.1 DISCUSSION/ACTION: APPLICATION FOR AMBULANCE LICENSE**

Discussion on the Fire Department request to apply for an application for an ambulance license. Council may direct staff to proceed with the application, deny the request, or direct staff with further instructions.

For more information on these agenda items, please visit our website at [www.washingtonterracecity.com](http://www.washingtonterracecity.com)

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In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

## **8.2 PRESENTATION: QUARTERLY SHERIFF OFFICE REPORT**

A presentation by the Weber County Sheriff Office on activity during Oct-Dec 2017.

## **8.3 PRESENTATION: QUARTERLY ANIMAL CONTROL REPORT**

A presentation by South Ogden Animal Control on activity during Oct-Dec 2017.

### **9. COUNCIL COMMUNICATION WITH STAFF**

This is a discussion item only. No final action will be taken.

### **10. ADMINISTRATION REPORTS**

This is an opportunity for staff to address the Council pertaining to administrative items.

- **Open Meetings and Non-Discrimination Training to be held on January 30, 2018 at Marriott-Slatterville City Hall at 6:30 p.m. Council and Planning Commissioners to attend**

### **11. UPCOMING EVENTS**

January 25<sup>th</sup>: Planning Commission Meeting 6:00 p.m.

Feb 6<sup>th</sup>: City Council Work Session 5:00 p.m.

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

Feb 19<sup>th</sup>: City offices closed for President's day

Feb 20<sup>th</sup>: City Council Work Session 5:00 p.m.

Feb 20<sup>th</sup> : City Council Meeting 6:00 p.m.

### **12. ADJOURN THE MEETING: MAYOR ALLEN**

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# **Open and Public Meetings Training**



Presented by David Church from the  
Utah League of Cities and Towns

**Tuesday, January 30<sup>th</sup> from 6:30 – 8 p.m.**  
**At Marriott-Slaterville City Hall**  
**1570 W 400 N, MSC, UT 84404**

Local Mayors, City Councils and Planning  
Commission Members are invited to attend.

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# City of Washington Terrace

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Minutes of a Regular City Council meeting  
Held on January 2, 2018  
City Hall, 5249 South 400 East, Washington Terrace City,  
County of Weber, State of Utah

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

Mayor Mark C. Allen  
Council Member Scott Monsen joined via electronic means  
Council Member Blair Brown  
Council Member Larry Weir  
Council Member Scott Barker  
Council Member Jeff West  
Gina Kochendorfer  
City Manager Tom Hanson  
City Treasurer Laura Gamon  
City Recorder Amy Rodriguez  
Public Works Director Steve Harris

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22

## **Others Present**

Charles and Reba Allen, Dana Monsen, Ann Weir, Wendi Johnson, Ryan Johnson, Paul Beckstead, Ulis Gardiner

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## **1. OATH OF OFFICE: THE OATH OF OFFICE WILL BE ADMINISTERED TO NEWLEY ELECTED RE-ELECTED OFFICIALS 5:30 P.M.**

Rodriguez administered the oath of office to Mayor Allen, Council Member Weir, and Council Member West.

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

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## **3. PLEDGE OF ALLEGIANCE**

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## **4. WELCOME**

Mayor Allen introduced the new Council Members Weir and West and welcomed returning Council Members. Mayor Allen welcomed Boy Scout troop 227.  
Mayor Allen introduced Lt. Jeff Pledger as our east precinct Lieutenant. Lt. Pledger stated that he has been on the force for 22 years. He stated that he is available at any time to make things work smoothly. He stated that he requested a transfer to our City and is happy to be here.

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## **5. CONSENT ITEMS**

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### **5.1 APPROVAL OF AGENDA**

46  
47

### **5.2 APPROVAL OF DECEMBER 5, 2017 MEETING MINUTES**

Items 5.1 and 5.2 were approved by general consent.

49  
50 **5.3 APPOINTMENT OF CITY TREASURER/ACTING CITY TREASURER**  
51 **EFFECTIVE JANUARY 8, 2018**

52 Hanson stated that the current City Treasurer and Human Resource Director Laura Gamon is leaving the  
53 city for a position at another city. Hanson stated that he has been looking internally to fill in the vacant  
54 positions.

55 Hanson stated that Gina Kochendorfer has been with the city for 4 years and he would like the support  
56 for her to be City Treasurer.

57  
58 Mayor Allen stated that he would like to appoint Gina Kochendorfer as the new Treasurer effective  
59 January 8, 2018. At that time she will be sworn in by the City Recorder.

60  
61 **Item 5.3 was approved by general consent.**

62  
63 Mayor Allen stated that he has worked with Laura Gamon for 18 years and stated that the City is a better  
64 organization and city because of Laura Gamon and she will be missed.

65  
66 Council Member Monsen requested that all votes tonight be roll call votes.

67  
68 **6. CITIZEN COMMENTS**

69 There were no citizen comments.

70  
71 **7. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**  
72 **COMMENTS**

73 Due to lack of Citizen Comments, Item 7 is unnecessary.

74  
75 **8. NEW BUSINESS**

76 **8.1 MOTION/RESOLUTION 18-01: A RESOLUTION APPROVING THE**  
77 **MODERATE INCOME HOUSING PLAN**

78 Rodriguez stated that the Moderate Income Housing Plan is required for preparation of affordable  
79 housing elements to the community general plans so that communities would systematically  
80 assess their housing situations. The plan is updated every two years.

81  
82 **Motion by Council Member Barker**  
83 **Seconded by Council Member Brown**  
84 **To approve resolution 18-01 approving the**  
85 **Moderate Income Housing Plan**  
86 **Approved Unanimously (5-0)**  
87 **Roll Call Vote**  
88

89 **8.2 MOTION: NOMINATION AND ELECTION OF MAYOR PRO TEMPE**

90 Mayor Allen stated that Council may nominate and elect a mayor pro tempore to preside over meetings if  
91 the Mayor is absent, unable, or refuses to act in the capacity of mayor.

92  
93 **Motion by Council Member West to nominate Council Member Scott Barker**  
94 **Motion by Council Member Brown to nominate Council Member Scott Monsen**

95 **To serve as Mayor Pro Tempe**

96 **Council Member Monsen withdrew his nomination as Mayor Pro Tempe**

97 **Motion by Council Member West**  
98 **Seconded by Council Member Monsen**  
99 **To elect Council Member Barker to serve as Mayor Pro Tempe**  
100 **Approved unanimously (5-0)**  
101

102 **8.3 DISCUSSION/ACTION: RESTRICTED USE OF THE CIVIC/SENIOR CENTER**  
103 **FOR ORGANIZATIONS**

104 Hanson stated that the old time fiddlers use the Civic/Senior Center and would like direction from  
105 Council to allow staff to research restricted use of the Civic Center with restricted access. He stated that it  
106 would not conflict with current uses.

107 Council Member Barker asked if a fee would be charged. Hanson stated that he is not looking to rent to  
108 families and individuals, only established organizations. He stated that we cannot discriminate but would  
109 like to allow organizations that benefit the community (such as blood drive, fire department training) to  
110 be able to use the facilities. Hanson stated that he is not looking to rent to private citizens.

111 Mayor Allen stated that the athletic teams are allowed to have their banquets at the center, as well as the  
112 Lions Club. Council directed Hanson to begin on a policy that will be voted on by Council at a future  
113 meeting.

114 Council Member Monsen stated that he would like to see a policy to allow restrictions, but noted that  
115 there is a fine line and to remember that the building belongs to the residents of the city.

116  
117 **Motion by Council Member Brown**  
118 **Seconded by Council Member Monsen**  
119 **For staff to review options for the restricted**  
120 **use of the Civic Center**  
121 **Approved unanimously (5-0)**  
122 **Roll call vote taken**  
123

124  
125 **9. COUNCIL COMMUNICATION WITH STAFF**

126 Council Member Monsen congratulated and welcomed Council Member Weir and Council Member  
127 West to the Council. Council Member Monsen stated that there is a streetlight down by Van Ileeven Park  
128 that is flickering throughout the night.

129  
130 Council Member Brown thanked Laura Gamon for her work with the City. He welcomed Council  
131 Members Weir and West to the Council.

132  
133 Council Member Weir stated that he appreciates Laura Gamon and her work for the City.

134  
135 Council Member Barker Welcomed Council Members Weir and West to the Council. He asked if the  
136 Planning Commission dinner will be provided as recognition for their service. Mayor Allen stated that it  
137 is usually planned for February. Council agreed.

138 Council Member Barker stated that he enjoyed a ride a-long with the Sheriff's Office and appreciates the  
139 deputies in the City. He asked if a tour of the Sheriff's Office could be set.

140  
141 Council Member West stated that he is looking forward to working with Council and staff.

142  
143 Mayor Allen stated that he feels it would be beneficial for Council and staff to go on a tour of Weber  
144 Basin Water, the Sewer District, and the 911 building. He stated that it would be helpful for Council to

145 see the big picture of items that are being discussed. Mayor Allen stated that the Mosquito Abatement  
146 District Board Member position has been vacated and wanted Council to consider the position.  
147

148 **10. ADMINISTRATION REPORTS**

149 Hanson stated that there have been suggestions that our city water source is responsible for the landslide  
150 in Riverdale. Hanson stated that we are confident that we are not responsible for the slide. He stated that  
151 Riverdale City and Washington Terrace City have checked their water sources and neither is responsible  
152 for the landslide.

153 Hanson stated that if pipes are broken, they are immediately turned off and repaired. Hanson stated that  
154 there is a group on Facebook trying to turn public opinion against Riverdale and Washington Terrace  
155 City.  
156

157 **11. UPCOMING EVENTS**

158 January 15<sup>th</sup>: City Offices Closed for Martin Luther King Jr. Holiday

159 January 16<sup>th</sup>: City Council Work Session 5:00 p.m.

160 January 16<sup>th</sup>: City Council Meeting 6:00 p.m.

161 January 25<sup>th</sup>: Planning Commission Meeting 6:00 p.m.  
162

163 **12. MOTION: ADJOURN INTO CLOSED SESSION**

164 **Mayor and Council Adjourned into closed session to discuss:**

- 165 ○ To discuss the character, professional competence, or physical or mental health of an  
166 individual.
- 167 ○ Strategy session to discuss pending or reasonably imminent litigation.  
168

169 **Motion by Council Member Weir**  
170 **Seconded by Council Member West**  
171 **To adjourn into a closed session**  
172 **Approved Unanimously (5-0)**  
173 **Roll Call Vote**  
174 **Time: 6:48 p.m.**  
175

176 **13. ADJOURN THE MEETING: MAYOR ALLEN**

177 **Motion by Council Member Barker,**  
178 **Seconded by Council Member West,**  
179 **To adjourn the closed and regular session**  
180 **Approved unanimously (5-0)**  
181 **Time: 7:41 p.m.**  
182

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185 \_\_\_\_\_  
186 **Date Approved**

185 \_\_\_\_\_  
186 **City Recorder**

## City Council Staff Report

**Author:** Kasey Bush  
**Subject:** Ambulance Licenses  
**Date:** January 16, 2018  
**Type of Item:** Discussion Motion



**Summary:** Staff will discuss items previously reviewed at the Council Retreat in November to include the challenges facing the Fire Departments and the lack of, or a significant decline in the number of new employment applications. As a result of declining employee applications, WTFD is and has been facing an employee shortfall and struggles filling shift requirements.

One significant way we may be able to alleviate some of these issues would be to apply for our own Ambulance license. Owning our own license will allow Washington Terrace the opportunity to improve service levels, control how ambulance services are performed and most importantly allow for an increase in revenues for fire operations.

### **Description:**

- A. **Topic:** Fire Department Strategic planning and Ambulance Licensing
- B. **Background:** In November we had discussions with the Council regarding matters facing the Fire Department due to a lack of applicants applying for open positions and the resulting manpower short fall.

We also discussed some of the options to help fund transitioning the fire department from a volunteer department to part-time department. One of the important options includes securing the ambulance license and providing our own Ambulance service.

- C. **Analysis:** In order to prepare for the possibility of securing the ambulance license, Zions Public Finance conducted a feasibility study to help identify the feasibility of providing our own ambulance service. Zions conservatively project that we could bring in about \$318,640 in revenue to possibly help reduce any funding short falls with providing Ambulance service.

At this point in time staff recognizes that applying for the license is only the first step in securing a more financially secure base in the operations of the fire department. None the less, this step is an important component in planning for future operations. Staff also recognizes this application does not automatically alter the way we compensate firefighters or the status of the “volunteer” fire department. There will be additional discussions in the future regarding the volunteer status of the department.

**Department Review:** To recap what we have been working on and the issues facing the Fire Department and options to help make the fire department sustainable.

**Some of these issues included.**

1. Limited and reduced recruitment of Firefighters.
2. Growing calls for service.
3. Ongoing staffing challenges as a result of diminished employee retention.

**Option to help alleviate some of the issues**

1. Do nothing and keep operations as they currently are.
2. Investing in our own Ambulance Service...secure an ambulance license.
3. Consolidate with a Fire District.
4. Leasing Space to Ogden Fire Department.
5. Contract for ambulance services under our license. (Possible)

**Alternatives:**

- A. Approve the Request:** To apply for Ambulance Licensing
- B. Deny the Request:** Keep everything as it is
- C. Continue the Item:** Come back at a later date for more discussion and consideration.



Darin Parke, Chief of Police  
 Karen Disney, Supervisor  
 Kim Busby, Animal Services Officer  
 Stacey Nixon, Animal Services Officer

**Washington Terrace Animal Services**  
 2017 Annual Report

| Animal Services        | 2017 | 2016 | 2015 | 2014 | 2013        |
|------------------------|------|------|------|------|-------------|
| Calls for Service      | 346  | 374  | 259  | 321  | 278         |
| Extra Patrols in Parks | 30   | 82   | 13   | 30   | not tracked |
| Animal attacks/bites   | 14   | 20   | 21   | 15   | 21          |
| Barking complaints     | 20   | 21   | 37   | 47   | 20          |
| Stray/roaming animals  | 138  | 132  | 101  | 145  | 121         |
| Carcass removal        | 5    | 8    | 5    | 11   | 4           |
| Citizen assist         | 27   | 32   | 10   | 20   | 43          |
| Followups              | 33   | 63   | 55   | 31   | 47          |
| Injured animals        | 6    | 6    | 4    | 13   | 10          |
| Citations issued       | 67   | 14   | 26   | 55   | 38          |
| Animal cruelty         | 47   | 24   | 18   | 19   | not tracked |



Darin Parke, Chief of Police  
Karen Disney, Supervisor  
Kim Busby, Animal Services Officer  
Stacey Nixon, Animal Services Officer

**Washington Terrace Animal Services**  
October - December 2017 Quarterly Report

|                       | October | November | December | Quarterly totals |
|-----------------------|---------|----------|----------|------------------|
| Animal Attacks/Bites  | 2       | 0        | 0        | 2                |
| Barking Dogs          | 2       | 4        | 0        | 6                |
| Stray/Roaming Animals | 11      | 18       | 4        | 33               |
| Carcass Removal       | 2       | 0        | 0        | 2                |
| Citizen Assist        | 3       | 1        | 0        | 4                |
| Followups             | 1       | 7        | 3        | 11               |
| Injured animals       | 1       | 0        | 1        | 2                |
| Citations             | 6       | 5        | 2        | 13               |
| Animal Cruelty        | 0       | 4        | 5        | 9                |
| Calls for Service     | 23      | 40       | 15       | 78               |
| Extra Patrols         | 1       | 0        | 0        | 1                |