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3 **City of Washington Terrace**
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5 Minutes of a Regular City Council meeting
6 Held on March 17, 2020
7 City Hall, 5249 South 400 East, Washington Terrace City,
8 County of Weber, State of Utah
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10 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

- 11 Mayor Mark C. Allen
12 Council Member F. Carey Seal
13 Council Member Blair Brown
14 Council Member Larry Weir
15 Council Member Scott Barker
16 Council Member Jeff West
17 Public Works Director Jake Meibos
18 City Recorder Amy Rodriguez
19 City Manager Tom Hanson
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21 **Others Present**
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24 **1. WORK SESSION 5:00 P.M.**

25 Hanson used the work session to discuss the response to Covid-19.
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27 Hanson stated that the priority right now is the response to the Coronavirus emergency event. Hanson
28 stated that events are changing every day. He stated that the City wants to be proactive instead of
29 reactive. He stated that we would like to provide services with as little disruption as possible. He stated
30 that the employees and the public need to be protected. Hanson stated that we want to make sure the
31 employees are protected so that they can take care of the 9,000 residents. He stated that we need to
32 promote calmness and normalcy.

33 Hanson stated that we have not declared an emergency yet. He stated that the state declaration is to free
34 up funding. The cities and the counties will declare together. He expects that the declaration will be
35 received shortly.

36 Hanson stated that law enforcement is being reactive and keeping crews available for emergency needs.
37 He stated that they are trying to limit contact. Hanson stated that we are trying to minimize contact with
38 the public as well. We will be encouraging residents to pay through drop box or online. We are currently
39 open for traffic, however, we may close the building to the public at some point. Hanson stated that he
40 has spoken to the Manager at South Ogden and will try to mirror each other's practices in dealing with
41 the public.

42 Hanson stated that we would like to limit the impact of the financial pressures during this time by
43 waiving the late fees, shut off fees, and shut off's. He stated that we realize that there is an ongoing
44 revenue source that comes with fees, and suggested this may be just for the 30 days and re-evaluate after
45 that time. Hanson stated that we will track the fees so that we may get reimbursed by the Federal
46 government. Council Member West suggested that the fee and the curtesy fee waiver show on the next
47 bill so that residents know that we are aware that they were late. Council Member Weir asked if we could
48 defer the late fee until another time. Hanson stated that it would compound their bills. Hanson stated that

49 he realizes that if we allow someone to get behind 3 months, it would be hard for them to catch up and
50 pay the bill. Hanson stated that in the interest of what is going on, this would be a nice gesture during the
51 emergency. Hanson stated that showing the removal of the fee on the bill would be a direct link and
52 reimbursable.

53 Hanson stated that if we have one employee sick and they are hesitant to take sick leave and come to
54 work, they can infect many. Hanson suggested that during this emergency, we would pay their sick leave
55 while they are sick without affecting their sick leave balance. Hanson stated that abuse is a risk, but we
56 would try to monitor the situation. Hanson stated that we do not want sick employees in the building.

57 Hanson stated that some positions, when possible, should be allowed to telecommute. He stated that we
58 have a VPN system here. He stated that some positions are easier to telecommute than others. Council
59 Member Barker stated that as long as it's out there, it should not be abused.

60 Council Member Weir stated that some of the larger companies are not going this deep, and word will get
61 around that we are giving out sick leave. Hanson stated that the end result is that we want to encourage
62 people who are sick to not be here. Council Member West stated that these are valid concerns, but you
63 would hope that the integrity of the organization would prevent people from taking advantage of it. He
64 stated that more and more companies are adopting an unlimited time off policy. He stated that we should
65 have the policy that if you have sick leave, you have to take it. His position is that it is at Hanson's
66 discretion. Council Member Barker stated that we are not making this a long term policy. Council
67 Member Seal stated that we shouldn't be sending anyone home because they might just have a cold. He
68 stated that he agrees to give extra time off if they needed, but we shouldn't have to pay them if they just
69 have a cold. Council Member West stated that we should do it on a two week evaluation basis. He stated
70 that there are detail definitions on when to self-quarantine. Council Member Seal suggested if they are
71 home for two weeks they need to get tested.

72 Council decided that they are leaving this to Hanson's discretion.

73 Hanson stated that the Fire Department has their own protocols and has received new PPE gear.

74 Hanson stated that our Senior Center has been closed down by the Health Department, however, lunches
75 are still being handed out to residents.

76 Hanson stated that our crossing guards are temporarily furloughed. He would like to continue paying
77 them during this shut down. He stated that we checked to see if they were needed for a school lunch
78 program, however, we do not have this in the City. He stated that the impact to us is minimal, and due to
79 no fault of their own, they are out of a job at this time due to COVID 19. Council Member Barker stated
80 that if something that comes up that we could use them for, that should be a stipulation. Council agreed
81 that it is important to help them out. Council Member Seal stated that we should pay them and try to get
82 the reimbursement if possible.

83 Hanson stated that the county has shut down. Hanson stated that we would like to be able to work with
84 other cities and vice-versa during this time if they are needed.

85 Council Member Weir stated that the Council trusts Hanson's decisions. Council Member West stated
86 that he has received dozens of emails from companies stating their priorities. Hanson stated that Public
87 Works will not be going into homes and keep distance from residents.

88 Council Member Barker suggested maybe the crossing guards could come in and sanitize the building.

89 Hanson stated that court procedures have changed. He stated that they will allow one person in the
90 courtroom at a time, unless it is a traffic violation. If it is a traffic violation, the clerks will take care of
91 them at the window. The court will remain functional at this time. The Mayor stated that one baliff will
92 send family not involved in the proceedings back to their car so that there is not a gathering in the court
93 or hallway.

94 Hanson stated that if the county declares, we will declare as well.

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

- 99 Mayor Mark C. Allen
100 Council Member F. Carey Seal
101 Council Member Blair Brown
102 Council Member Larry Weir
103 Council Member Scott Barker
104 Council Member Jeff West
105 Recreation Director Aaron Solomon
106 City Recorder Amy Rodriguez
107 City Manager Tom Hanson

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109 **Others Present**
110 Steve Jacobson

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

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114 **3. PLEDGE OF ALLEGIANCE**

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116 **4. WELCOME**

117 Mayor Allen noted that we are live streaming the meeting, stating that we hope not to have to cancel any
118 meetings.

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120 **5. CONSENT ITEMS**

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122 **5.1 APPROVAL OF AGENDA**

123 **5.2 APPROVAL OF MARCH 3, 2020 MEETING MINUTES**

124 **Council Member Weir noted that Chief Roundy**
125 **Items 5.1 and 5.2 were approved by general consent.**

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127 **6. CITIZEN COMMENTS**

128 There were no citizen comments.

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

132 Due to lack of citizen comments, item 7 is unnecessary.

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134 **8. NEW BUSINESS**

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136 **8.1 MOTION: APPROVAL TO APPOINT STEVE JACOBSON AND TO RE-**
137 **APPOINT CHARLES ALLEN TO SERVE AS PLANNING COMMISSIONERS**

138 Mayor Allen appointed Steve Jacobson and returning Commissioner Charles Allen to the Planning
139 Commission. They will serve a four year term.

140 **Motion by Commissioner Barker**
141 **Seconded by Commissioner West**

142 **To appoint Steve Jacobson**
143 **To the Planning Commission**

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

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**Motion by Commissioner Weir
Seconded by Commissioner Seal
To Re-appoint Charles Allen
To the Planning Commission
Approved unanimously (5-0)**

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8.2 DISCUSSION: TERRACE DAYS 2020 PLANNING AND UPDATE

155 Solomon stated that the Easter Egg hunt has been cancelled this year.

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157 Solomon stated that there is a full schedule and list of events on our website. He stated that the Lion's
158 Club will be sponsoring the movie in the park on June 12th. Terrace Days will be held on June 13th. He
159 asked that Council let him know of any Grand Marshall suggestions. Council Member Brown suggested
160 Scott Monsen or Jeff Monroe. Solomon stated that Council needs to decide the mode of transportation
161 for the parade. Solomon stated that he is hesitant to change any of the line-up, as they are all very
162 popular. Solomon stated that we will be asking the Boy Scouts of America to lead the parade. Hanson
163 stated that he may have a contact who could get Reservists to lead the parade.

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**8.3 DISCUSSION/MOTION: APPROVAL OF MATCH FUNDING FOR
R.A.M.P. GRANT "ROHMER PARK FENCE" PROJECT**

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168 Solomon stated that the project is a 6 foot chain link protection fence along Rohmer Park. He stated that
169 We have been awarded the grant on a 60/40 grant. Weber County will be providing \$10,830.00 and
170 Washington Terrace will match at \$7220.00.

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**Motion by Council Member Brown
Seconded by Council Member West
To approve the match funding
For the R.A.M.P. Grant Rohmer Park Fence Project
Approved unanimously (5-0)**

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**8.4 DISCUSSION/MOTIN: APPROVAL OF MATCH FUNDING FOR R.A.M.P.
GRANT "LION'S PARK TODDLER PLAYGROUND" PROJECT**

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181 Solomon stated that the new playground is more advanced than what we had in there previously.
182 We have been awarded the grant on a 60/40 grant. The total grant is \$26,877.00 Weber County will be
183 providing \$ 16,125.00 and Washington Terrace will match at \$10,752.00. Solomon stated that
184 the old equipment is old, but he can look into donating it to a shelter or another organization.

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**Motion by Council Member Seal
Seconded by Council Member Weir
To approve the match funding of 40 percent
For the R.A.M.P grant Lion's Park Toddler Playground Project
Approved unanimously (5-0)**

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**8.5 MOTION: APPROVAL TO RENEW AGREEMENT WITH THE DIVISION
OF FLEET OPERATIONS FOR ELECTRONIC FUEL DISPENSING AND**

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FLEET CARD PROCESSING

The State is releasing a new fuel card program. The new user agreement must be approved by Council. Hanson stated that our fuel cards are used throughout the state.

**Motion by Council Member West
Seconded by Council Member Seal
To approve to renew the agreement with
The Division of Fleet Operations for electronic fuel dispensing
And fleet card processing
Approved unanimously (5-0)**

**8.6 DISCUSSION/MOTION: APPROVAL OF TITLE AND RESPONSIBILITY
CHANGES REGARDING THE CHIEF BUILDING OFFICIAL POSITION**

Hanson stated that the compensation committee met to discuss the future of our Building Official Position. Hanson stated that the responsibilities will include efforts to include Economic Development and Planning commercial and residential projects to recruit people to come into the city for economic development. Hanson stated that we would like to use a third Planner, Chief Building Official, and Community Development. The Mayor stated that it would be a good opportunity for someone to get involved into Economic Development and future planning of the City. Hanson stated that code enforcement is a component of the job, and we will be doing a lot of work online and electronically so that the process can be streamlined. Hanson stated that he has a greater appreciation for the position. Council Member Brown stated that we needed to change the parameters so that we can increase the salary to get someone into the position that has the qualifications that we need. Mayor Allen stated that this position requires experience and a broad range of skills.

**Motion by Council Member Weir
Seconded by Council Member Barker
To approve the title and responsibility change
To the Chief Building Official Position
Approved unanimously (5-0)**

**8.7 DISCUSSION/ACTION: CITY RESPONSE TO CORONAVIRUS EMERGENCY
EVENT**

Hanson stated that there are three basic goals: provide services with as little disruption as possible, Protect the staff and the residents, and promote calmness and normalcy. Hanson stated that neither the county nor the City has declared an emergency at this time. Hanson stated that we are encouraging residents to pay their bills online, through check, or through the drop box. He stated that if staff members become ill, we want to make sure that they go home so that the rest of the employees, and residents can remain healthy. Hanson stated that we are sanitizing the building twice a day. Hanson stated that we are available to cities around us concerning Public Works issues, and they will be available to us if needed. Hanson stated that we are using live-stream so that residents can view the meeting without coming into City Hall. Hanson stated that the Senior Center has been closed for activity, however, they are handing out sack lunches for seniors. Hanson stated that our park restrooms are open and are being cleaned daily. Council Member Brown stated that he has been to Italy and was screened over the phone. He stated that they will issue an

242 order to test if they feel that you are a candidate. He stated that it is through a drive through testing
243 system. He stated that you must have an order to be tested. He wanted to let everyone know the
244 procedure in case there were any questions from staff or residents.
245 Hanson stated that we are trying to be responsible to flatten the curve and keep operations as normal.
246 Hanson stated that our water is safe and the virus has nothing to do with the water supply.
247 Hanson stated that we will change and evolve as things change and evolve.
248 Hanson stated that the County Commission will be making a directive on the declaration of emergency,
249 stating that we will follow their lead.
250 Mayor Allen suggested keeping an eye on your neighbors and do your best to help people out.

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253 **9. COUNCIL COMMUNICATION WITH STAFF**

254 Council Member Seal stated that he almost was T-boned on the new 5700 Road because it is a weird
255 intersection and would like to keep the speed down on that road, possibly a speed zone flashing sign.
256 (South bound).

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258 Council Member Barker asked if he could get information concerning the Romney press conference
259 sponsored by the ULCT being held tomorrow.

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262 **10. ADMINISTRATION REPORTS**

263 There were no reports.

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265 **11. UPCOMING EVENTS**

266 March 26th: Planning Commission Meeting (Tentative)

267 April 7th: City Council Work Session 5:00 p.m.

268 April 7th City Council Meeting 6:00 p.m.

269 April 21st : City Council Meeting Cancelled

270 April 22-25th: ULCT Annual Conference

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

273 Mayor Allen adjourned the meeting at 7:09 p.m.

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Date Approved

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City Recorder