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3 **City of Washington Terrace**
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5 Minutes of a Regular City Council meeting
6 Held on April 16, 2019
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 Scott Monsen - Excused
13 Council Member Blair Brown
14 Council Member Larry Weir
15 Council Member Scott Barker - Excused
16 Council Member Jeff West - Excused
17 Public Works Director Steve Harris
18 City Recorder Amy Rodriguez
19 City Manager Tom Hanson
20 Weber County Sheriff Lt. Pledger
21

22 **Others Present**

- 23
24 **1. WORK SESSION: 5:00 P.M.**
25 **TOPICS TO INCLUDE; BUT ARE NOT LIMITED TO: FY 2019 AMENDED BUDGET,**
26 **FY 2020 TENTATIVE BUDGET, AND 2021-24 BUDGET PLAN**
27 **TOPIC TO INCLUDE; BUT NOT LIMITED TO ;** Executive Summary and Overview, Major Budget issues and
28 Assumptions, and Financial Policies and Objectives
29

30 Mayor Allen expressed concerns about Council attendance at the meetings. Council Member
31 Brown stated that you should be required to attend an appropriate amount of meetings. Mayor
32 Allen asked if money should be deducted if meetings are missed. The topic will be brought up when
33 all of Council is together to decide on possible changes to policies and procedures.
34 Hanson stated that he relies on Council giving direction and approving the direction of the City
35 and would really like a full Council at the meetings.
36

37 Council Member Brown stated that it is not lost on him that bills go up. He stated that residents
38 have bills as well. He stated that in his eyes we have spent a lot of money, and he is just trying
39 to be careful with the numbers that have been served up. He stated that he needs to see justification
40 to approve the numbers. Mayor Allen stated that he felt the increase was a little higher than he
41 anticipated, stating that he thought it would be around \$1.00. Council Member Brown would
42 like justification on how we got to the figure that we did. Hanson stated that Garrett will need
43 to give Council those numbers. He stated that he relies on staff to give him the calculations
44 on the numbers. Hanson stated that there is an anomaly this year, as rates in recent years have
45 been fairly flat. He stated that this year, the employees that we have are working through their
46 pay bands. Hanson stated that the increase in water is partly to cover pay. Harris stated that it
47 costs more to transport the water. He stated that the State is pressuring the cities to have safer
48 water and better maintained properties. He stated that this is also driving the rate increase.
49 Harris stated that Weber Basin Water is mandated to put more money into their facilities, which
CC Minutes 04-16-19

50 is also increasing the price of water. Hanson stated that chemical costs are increasing as well.
51 Hanson stated that we can absorb this year, however, the operations and maintenance of the water
52 supply is expected to increase 12 percent per year (estimated).

53
54 Council Member Brown would like to see a breakdown of the costs in a page or two so it would
55 be easy for anyone to understand. Hanson stated that each service has to justify its own
56 existence. Hanson stated that employee's compensation comes generally from the fund that they function
57 in. He stated that public works, utility billing, and storm water management receive the lion's share of
58 their pay from utility fees. Hanson stated that the public works crew are almost all at USW III, which is
59 added value to the city and the residents. Hanson stated that the certifications are the only way that
60 we can justify movement in their positions. Hanson stated that we have hired a new employee from
61 another city at a hire level, saving years of training and loss of manpower while the training is taking
62 place.

63
64 Mayor Allen would also like justifications on the increases and where they stem from. Hanson stated that
65 staff will come up with an easier plan to understand.

66 Hanson showed a graph of neighboring cities, stating that Riverdale is the only city that is lower than us
67 for water base rates. Hanson stated that South Ogden's utility bill is \$109.00. He stated that the
68 we are not nickel and diming residents with road fees, or lighting fees, stating that those are being
69 paid for through property taxes. Mayor Allen stated that he spoke to a Mayor at the water board who
70 stated that cities are scared to go through truth and taxation and are now finding out that they are
71 in trouble and will need to raise taxes to cover the increases that are coming.

72
73 Hanson stated that even when we add the \$1,95 to the base rate, we are still the second lowest in utility
74 rates in the area. Hanson stated that this changes when more water is used. He stated that Council
75 told staff to put the burden on high water users. Mayor Allen stated that it saves us in the long run
76 because we will not need to purchase another tier of water. Harris stated that we look pretty good for
77 build-out, however, if we start adding more density, we may need to purchase more water in the
78 future. Mayor Allen stated that some cities charge a flat fee regardless of usage and he does not feel that
79 is fair.

80
81 Mayor Allen stated that we have no way to meter the sewer waste.

82
83 Council Member Brown asked a fair way to get the nursing homes to pay for their medical calls.
84 Hanson stated that the business license analysis is in the budget this year and it will take into
85 consideration the disproportionate amount that those businesses are costing us.
86 Lt. Pledger stated that the officers are usually on call to assist the fire department, however, they typically
87 do not respond to nursing home calls.. Hanson stated the best way to be able to charge the nursing homes
88 is through the business license analysis study.

89 Hanson stated that the ambulance service is billed through Ogden and the City receives a building lease
90 Of \$60,000 to help offset costs. Hanson stated that the ambulance service will help our team until
91 it is determined that a transport is needed.

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

100 Mayor Mark C. Allen
101 Council Member Scott Monsen
102 Council Member Blair Brown
103 Council Member Larry Weir
104 Council Member Scott Barker - Excused
105 Council Member Jeff West
106 Court Clerk Supervisor Jean Blair
107 Public Works Director Steve Harris
108 City Recorder Amy Rodriguez
109 Court Clerk Supervisor Jean Blair
110 Interim Fire Chief Clay Peterson
111 Interim Deputy Chief Dallas Davies
112 City Manager Tom Hanson
113 Lt. Jeff Pledger

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115 **Others Present**

116 Charles and Reba Allen, Amy Miller, Ulis Gardiner

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119 **2. ROLL CALL**

6:00 P.M.

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121 **3. PLEDGE OF ALLEGIANCE**

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123 **4. WELCOME**

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125 **5. CONSENT ITEMS**

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127 **5.1 APPROVAL OF AGENDA**

128 **5.2 APPROVAL OF APRIL 2, 2019, MEETING MINUTES**

129 Items 4.1 and 4.2 were approved by general consent.

130

131 **6. SPECIAL PRESENTATION**

132 **6.1 PRESENTATION OF THE “ COURT CLERK OF THE YEAR” AWARD TO**
133 **JEAN BLAIR**

134 Hanson presented the award to Court Clerk Supervisor Jean Blair. He stated that
135 there has never been criticism of our Justice Court and that is thanks to Jean Blair.
136 Hanson stated that the award recognizes a court clerk who performs nobly. Hanson stated that
137 Judge Lambert is unable to be here but stated that it has been an honor and privilege to work with
138 Jean for over 25 years. He stated that she is a valuable resource for other courts in which he
139 presides. Hanson stated that he commends Jean Blair for receiving this award in excellence and
140 performs at the highest level.

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142 **7. SPECIAL ORDER**

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144 **7.1 PUBLIC HEARING: TO HEAR COMMENT ON THE FISCAL YEAR 2019**
145 **AMENDED BUDGET**

146 Hanson stated that the budget adjustment is to clarify the budget assumptions that have been
147 made in the budget. This time of year is the best to see where the assumptions have
148 landed. Hanson stated that generally speaking, the numbers have come in a little stronger this
149 year. He stated that sales tax have come in around \$5000 stronger this period. Hanson stated
150 that the adjustments on the budget are things that tie up any loose ends. Hanson stated that
151 there are no outstanding changes to the budget. He did note that there was a \$20,000 budget
152 adjustment to remove the dead trees from Rohmer Park.
153 Mayor Allen asked about Operating Revenues and the Weber Basin Contract.
154 Hanson stated that there is an issue with one of the wells and Weber Basin was shy about
155 drawing the water down last year. He stated that we had to adjust our revenues down for the
156 lower usage. He stated that they will be replacing a sensor and should be using more water
157 this year.
158 Hanson stated that there is an adjustment to pay our portion of the RAMP grant for the
159 parking lot at Rohmer Park.
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162 **Mayor Allen opened the public hearing at 6:19 p.m.**

163 There were no citizen comments.

164 **Mayor Allen closed the public hearing at 6:20 p.m.**

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166 **7.2 PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**
167 **SECOND PUBLIC HEARING TO HEAR CITIZEN INPUT CONCERNING THE**
168 **PROJECTS THAT WERE AWARDED UNDER THE 2019 COMMUNITY**
169 **DEVELOPMENT BLOCK GRANT PROGRAM**
170 **COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC HEARING**

171 **Mayor Allen opened the public hearing at 6:21 p.m.**

172 Mayor Allen opened the second public hearing for the CDBG program. Mayor Allen stated that
173 this hearing was called to allow all citizens to provide input concerning the project that was
174 awarded under the 2019 Grant Year Community Development Block Grant Program.

175 The City has amended its capital investment plan and decided to apply for funds on behalf of the
176 Water Main Feeds to Tank #1, located at 5295 South 500 West, and the Fire Equipment Project to
177 purchase A Brush Truck Pump Unit . The Mayor introduced Amy Rodriguez as Grant Manager,
178 and Steve Harris as the Project Manager of the Water Main Feed to Tank #1 Project. The Project
179 Manager for the Fire Equipment will be the Interim Chief for the Fire Department. The Mayor
180 explained that the application was successful in the regional rating and ranking process and the
181 Water Main Feeds to Tank #1 was awarded \$220,000. The Fire Equipment Project for the Brush
182 Truck Pump Unit was awarded \$30,000.

183 The Mayor explained the project to those in attendance.

184
185 The Mayor then asked for any comments, questions and concerns from the audience.

186 The Mayor stated that copies of the capital investment plan are available if anyone would like a
187 copy.

188 **There were no comments and the hearing was adjourned at 6:23 p.m.**

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190 **8. CITIZEN COMMENTS**

191 Amy Miller from the United Methodist Church handed out a flyer on upcoming CERT training
192 In the area. Council Member Brown will bring the flyer to the stake president.

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194 **9. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
195 **COMMENTS**

196 Hanson stated that staff attended FEMA EMI county wide emergency training last week. He stated that
197 one of the notes that we have is to reach out to her and her team for information.

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199 **10. NEW BUSINESS**

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201 **10.1 PRESENTATION: SHERIFF'S OFFICE QUARTERLY REPORT**

202 Lt. Pledger introduced Sheriff Arbon and Sgt. Lavelly who will be speaking about the
203 VIP program that the Sheriff would like to implement in the City.

204 Lt. Pledger explained the GEO tab numbers to Council. He stated that there were over 1200 calls over the
205 time frame in addition to patrolling.

206 Lt. Pledger that there were 5 sex offenses during the quarter, however, they are mostly attributed to
207 schools and juveniles. He stated that he did not want to give the impression that there are sex offenders
208 roaming the city, however, he stated that they do monitor registered sex offenders in the city.

209 Lt. Pledger stated that it is commendable that the community is trying to be proactive by working through
210 the EMI training.

211 Lt. Pledger stated that they are also working on communication concerns with the Good Landlord
212 Program.

213 Lt. Pledger stated that they are actively recruiting for positions. He stated that changes will happen this
214 Friday that will help them adjust their staffing levels. He stated that the changes will help relieve the
215 burden on investigators and allow more boots on the ground.

216 Council Member Brown stated that he has had several burglaries and commended Lt. Pledger on his
217 quick response and work. He thanked him and stated that he appreciated his work.

218 Lt. Pledger stated that they continue to do compliance checks for alcohol sales to minors.

219 Lt Pledger stated that we have had rampant vehicle and home thefts. He stated that it is not contained to
220 our area, it is county wide. Lt. Pledger stated over 20 vehicle burglaries were solved with one search
221 warrant. He stated that these crimes are not limited to Washington Terrace.

222 Lt. Pledger stated that the more help we get from residents, the more better off we will be.

223
224 **10.2 PRESENTATION: VOLUNTEER AND POLICE SERVICES PROGRAM (VIP)**

225 Sgt. Lavelly will be managing a volunteer service program to assist the police on patrols. He asked
226 Council permission to put the flyer on the website and in City Hall to get the word out to residents.

227 Sgt. Lavelly stated that the job of the volunteer will be strictly to inform the deputies of any
228 suspicious activities. They are not to engage with any suspects. They serve as extra eyes and ears
229 for the Sheriff's Office. He stated that they would not be armed and the vehicle will be marked as
230 volunteer. Sgt. Lavelly stated that his goal would be 8-10 precincts with around 10 volunteers each
231 patrolling the communities.

232 Council Member Brown stated that he thinks that it is a great idea.

233 Sgt. Lavelly will leave business cards and literature up front so that citizens can contact the Sheriff's
234 Office. Hanson stated that we can put a consolidated version of the flyer with a link to the Sheriff's
235 Office for more information.

236 Lt. Pledger stated that the quarterly contract discussions will be held on April 30th.
237

238 **10.3 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT**

239 Karen Disney presented the quarterly report to Council. She stated that she has noticed that calls for
240 service for animal services is up 13 percent from last year and 100 percent increase in patrols and park
241 patrols. She stated that citizen assists are up 30 percent from this quarter last year. She stated that stray
242 roaming dogs continue to be a struggle in the Terrace.

243 Disney stated that citations for failure to license are down. She stated that animal bite complaints are
244 down over 60 percent from last year.

245 Disney stated that they are focusing on extra patrols now that the weather is warming up.

246 Disney stated that they refer people to private pest controls for raccoon issues.
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248 **10.4 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

249 Captain Clay Peterson presented the quarterly report to Council. Peterson stated that Weber
250 County does training twice a year. He stated that we have two firefighters in training this week.

251 He stated that has one attending Fire Inspection training next week.

252 Peterson stated that they have started their fire hydrant checks this spring. He stated that they
253 are trying to keep the water flow to a minimum.

254 Peterson stated that they are using an online service for EMS reporting, inspections, hydrant
255 checks, and vehicle inspections.

256 Peterson stated that we have 13 active on roster and he has 8 applications pending. He stated that is
257 a good direction for staffing. Peterson stated that he would like to see full staff at 20.

258 Mayor Allen asked if Peterson would be able to break down nursing home calls. Peterson stated that he
259 would be able to do that for them.
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261 **10.5 DISCUSSION/MOTION: APPROVAL OF ESTABLISHING THE FIRE
262 DEPARTMENT INTERIM FIRE CHIEF AND DEPUTY CHIEF**

263 Hanson stated that staff would like to authorize an Interim Fire Chief and Deputy Fire Chief. He
264 stated that they position will be in place for an undetermined time. He stated that staff

265 recommends raising their stipend during this time. Mayor Allen stated that he appreciates all
266 their hard and extra work.
267

268 **Motion by Council Member Monsen**

269 **Seconded by Council Member Weir**

270 **To approve Clay Peterson as Interim Fire Chief**

271 **And Dallas Davies as Interim Deputy Fire Chief**

272 **Approved unanimously (4-0)**
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275 **10.6 MOTION/RESOLUTION 19-04: A RESOLUTION ADAPTING THE SYSTEM
276 EVALUATION AND CAPACITY ASSURANCE PLAN (SECAP) INTO THE
277 WASHINGTON TERRACE CITY SEWER SYSTEM MANAGEMENT PLAN**
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279 Harris stated that this is a requirement of the state to add the plan to our existing plan.

280 He stated that the SECAP plan has to do with the wastewater collection system (is it being
281 maintained, do we have enough pipes, etc.). Harris stated that the plan is a work in progress while the
282 mechanical modeling is being completed.

283 Harris stated that every manhole has been evaluated to make sure the system is not overloaded.

284 Mayor Allen stated that the sewer line item on the utility bill is affected by these types of mandated

285 requirement. Harris stated that the Sewer Management Plan is a State requirement.

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**Motion by Council Member Brown
Seconded by Council Member West
To approve Resolution 19-04 adapting the
System Evaluation and Capacity Assurance Plan into the
Washington Terrace City Sewer System Management Plan
Approved unanimously (4-0)
Roll Call Vote**

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**10.7 MOTION/RESOLUTION 19-06: A RESOLUTION APPROVING THE 2017
MUNICIPAL WASTEWATER PLANNING PROGRAM (MWPP)
ANNUAL REPORT FOR SUBMISSION TO THE UTAH DIVISION OF
WATER QUALITY**

299 Harris stated that the annual report is required to be approved by resolution. He stated that the report
300 includes our funding, our qualifications of direct reports, levels of certifications. Harris stated that we
301 have 5 level II employees in the system.

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**Motion by Council Member Weir
Seconded by Council Member West
To approve Resolution 19-06 approving
The 2017 and 2018 Municipal Wastewater Planning Program
Annual reports for submission to the Utah Division of Water Quality
Approved unanimously (4-0)
Roll Call Vote**

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**10.8 PRESENTATION: FY 2019 AMENDED BUDGET, FY 2020 TENTATIVE
BUDGET, AND FY 2021-24 BUDGET PLAN**

313 Hanson stated that the tentative budget has been delivered to Council and major changes were discussed
314 at the work session. Hanson stated that Council has asked that staff provide a formula on the
315 justification of utility rates and how they are determined.

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**10.9 MOTION/RESOLUTION 19-07: A RESOLUTION AMENDING THE FISCAL
YEAR 2019 BUDGET**

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**Motion by Council Member West
Seconded by Council Member Weir
To approve Resolution 19-07
Amending the Fiscal Year 2019 Budget
Approved 3-1
Roll call Vote**

325 **Brown –nay stating that he will vote no until he has a better understanding of the \$ 1.95 increase to**
326 **next year’s utility rate .**

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**Monsen- Aye
Weir- Aye
West- Aye**

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**10.10 MOTION/RESOLUTION 19-05: A RESOLUTION AMENDING THE CITY
POLICY AND PROCEDURES MANUAL**

334 Hanson stated that this ratifies a policy which allows staff, with Council's approval, to help
335 support insurance premium needs during a catastrophic health situation.

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337 **Motion by Council Member Brown**
338 **Seconded by Council Member Mosen**
339 **To approve Resolution 19-05**
340 **Amending the City Policy and Procedures Manual**
341 **Approved unanimously (4-0)**
342 **Roll Call Vote**
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345 **10.11 DISCUSSION: ACTIVE TRANSPORTATION PLANNING GRANT**

346 Hanson stated that the City has applied for a joint grant with Riverdale City and South Ogden City
347 concerning alternative transportation in the three cities.

348 He stated that we received the grant and are working on assigning a firm to work on the
349 alternative transportation plan. This plan would allow for transportation for people who are using
350 alternative means to get around (mass transit, trails, bike trails,).

351 He stated that we have a minimal match of \$3000 to help support alternative transportation.
352

353 **11. COUNCIL COMMUNICATION WITH STAFF**

354 Council Member Brown thanked Council Member Mosen for coming to the meeting after his surgery.

355 He also stated that he stood with a resident who said they love Donald Trump and he does too.
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357 **12. ADMINISTRATION REPORTS**

358 Hanson stated that Cache Valley Electric will be working with us on our lighting issues.

359 Hanson stated that Council will be attending the ULCT next week.

360 Hanson stated that he appreciates the job that Clay Peterson and Dallas Davies are doing.
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362 **13. UPCOMING EVENTS**

363 **April 24-26th ULCT**

364 **April 25th: Planning Commission Meeting (tentative) 6:00 p.m.**

365 **May 7th: City Council work session 5:00 p.m.**

366 **May 7th: City Council Meeting 6:00 p.m.**
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368 **14. ADJOURN THE MEETING: MAYOR ALLEN**

369 **Mayor Allen adjourned the meeting at 7:43 p.m.**
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Date Approved

_____ **City Recorder**