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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on May 19, 2020
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

10 * **Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**
11 **comments through the City’s Facebook live stream.**

12
13 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION**

- 14 Mayor Mark C. Allen
- 15 Council Member F. Carey Seal
- 16 Council Member Blair Brown
- 17 Council Member Larry Weir
- 18 Council Member Scott Barker
- 19 Council Member Jeff West
- 20 Finance Director Shari Garret
- 21 Public Works Director Jake Meibos
- 22 Chief Building Official Tyler Seaman
- 23 GIS/Storm Water Manager Kuyler Thompson
- 24 Recreation Director Aaron Solomon
- 25 City Recorder Amy Rodriguez
- 26 City Manager Tom Hanson

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28 **Others Present**

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32 * **Note: Due to COVID19 restrictions, the meeting will be available for viewing and citizen**
33 **comments through the City’s Facebook live stream.**

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35 **1. WORK SESSION 5:00 P.M.**

36
37 Solomon stated that there has been some interest this year in putting together a Bantam Jr. Football
38 league for 8th grade football for the upcoming season. Solomon stated that he and Hanson have spoken on
39 the issue. He stated that the Recreation Department will have to purchase half of the uniforms and
40 equipment, with a fiscal impact of \$1200.00. Hanson explained that the football league is for 8th graders
41 who want to play in the Titans uniform. They have decided not to play for T.H. Bell Jr. High School.
42 Hanson stated that the equipment needed (\$1200) to be bought will be paid for by the Bantam League.
43 Solomon stated that all Weber County School Districts have Jr. High football leagues, however, some
44 counties, including Davis County do not, and this gives them opportunities to play others in their age
45 group.
46 Mayor Allen stated that the kids are excited to play on that team and he and other Council Members are
47 excited to have them playing in the City. Council Member Barker wanted to make it clear that we support
48 the Weber School District and TH Bell and their coaches, however, this team is a special circumstance.

49 Solomon stated that he is not sure how much revenue we will collect because of COVID 19 restrictions
50 and registration numbers. Council Member Weir asked if we need to have Weber Morgan Health
51 Department approve the football program during the COVID response.

52
53 Hanson discussed the State transition to Yellow COVID response. Hanson stated that the City operations
54 have been fully functional during the pandemic. Hanson stated that we have been practicing social
55 distancing and taking temperatures and saturation levels.

56 Hanson stated that the State has transitioned to Yellow caution. Hanson stated that this has led us to
57 consider how we do operations at City Hall.

58 Hanson stated that the City has taken steps to help people struggling with resources with their utility bills.
59 Hanson stated that we have given people the opportunity to catch up with their bills through stimulus
60 checks or unemployment checks. Council Member Brown stated that not everyone has received their
61 stimulus checks. Hanson stated that as of today, there are 143 residences on the shut-off list, however, we
62 have waived the water shut-offs for the time being. Hanson stated that there is a fiscal responsibility to
63 this practice.

64
65 Hanson noted that we have been successful to shifting business to online services. Hanson stated that we
66 have closed City Hall in response to “Red and Orange” warnings. Hanson stated that we implemented
67 split shifts, and have since brought the shifts together.

68 Hanson stated that since we are increasing contact with the public, we are increasing awareness and
69 masks are now required among employees when in common areas.

70
71 Hanson stated that recreation programs will begin in June, starting with soccer. He stated that there will
72 have to be specific instructions and increased education to stay within guidelines.

73 Hanson stated that we are referring to a best practices manual as to how to safely open the City.

74 Hanson stated that we are thinking of opening the park restrooms. Hanson stated that we will try to
75 educate as much as possible with signage and precautions. Hanson stated that the residents will have the
76 responsibility for their own personal hygiene.

77 Hanson stated that everything will be data driven.

78
79 Hanson stated that Council can consider opening City Hall. Hanson stated that we would have to put
80 signs and markers for 6ft distancing. Hanson stated that the City can require face masks when entering
81 the building.

82
83 Council Member West stated that we should look at opening the parks with appropriate signs. He stated
84 that opening the playgrounds is more important than opening City Hall at this point.
85 Hanson stated that Kuyler Thompson will be working on the signs that we have received from the Health
86 Department. Hanson stated that we want to do everything that we can do to help the residents remain
87 safe.

88
89 Mayor Allen stated that he is ready to open the parks and playgrounds. He stated that going to yellow is a
90 personal responsibility at this point. He stated that the Weber Morgan Health Director has told him that
91 the playgrounds do not need any special cleaning. He stated that social distancing signs will be needed on
92 all the items outdoors. Mayor Allen stated that boy’s baseball games will begin on May 30th throughout
93 the county. Mayor Allen stated that someone will need to check the symptoms of the players on the
94 teams. He stated that there can be 50 people per ball field. He stated that family groups need to remain 6
95 feet apart from other families. Mayor Allen stated that he has learned that the bathrooms can be open
96 without extra cleanings required. Solomon stated that he will open and disinfect the restrooms in the

97 morning. Meibos stated that he will have the crew bring paper towels and products to the restrooms. He
98 stated that the barriers will be taken down by the Public Works Crew. Hanson stated that if the parks are
99 open, we need to have the restrooms open daily.

100
101 Council Member West suggested opening City Hall on the first of June and make preparations as such.
102 Council Member Barker stated that he agrees to have a date of June 1st as an opening time frame to shoot
103 for.

104
105 Hanson asked for Council thoughts on how to meet for Council Meetings. Hanson stated that if we open
106 up the meeting again, we would have to be creative on the six foot social distancing and set a good
107 example. Mayor Allen stated that Council would have to wear a mask during the meetings. Mayor Allen
108 stated that we may want to keep the zoom meetings through the month of June.

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110 Both items will be continued for discussion during the regular meeting.

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

146 Mayor Mark C. Allen
147 Council Member F. Carey Seal
148 Council Member Blair Brown
149 Council Member Larry Weir
150 Council Member Scott Barker
151 Council Member Jeff West
152 Finance Director Shari Garret
153 Recreation Director Aaron Solomon
154 Public Works Director Jake Meibos
155 Chief Building Official Tyler Seaman
156 GIS/Storm Water Manager Kuyler Thompson
157 City Recorder Amy Rodriguez
158 City Manager Tom Hanson
159 Weber Sheriff's Office Lt. Brett Butler

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161 **Others Present**

162 The meeting was streamed through Facebook live as part of the COVID19 response.

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

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167 **3. PLEDGE OF ALLEGIANCE**

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169 **4. WELCOME**

170 Mayor Allen stated that our prayers go out to those communities that are still battling the pandemic and
171 hopes that everyone can go to yellow soon.

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173 **5. CONSENT ITEMS**

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175 **5.1 APPROVAL OF AGENDA**

176 **5.2 APPROVAL OF MAY 5, 2020 MEETING MINUTES**

177 Items 5.1 and 5.2 were approved by general consent.

178

179 **6. SPECIAL ORDER**

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181 **6.1 PUBLIC HEARING: TO HEAR COMMENT ON THE FISCAL YEAR**
182 **2020 AMENDED BUDGET**

183 Garrett stated this would be the final budget adjustment before closing out the fiscal year. She stated that
184 there are some minor tweaks, as well as several adjustments due to COVID-19.

185 Garrett stated that we were on track with sales tax to exceeding our budget this year, however, with the
186 COVID 19 pandemic, we may still see a small decrease in projections. Garrett stated that because we had
187 such a strong year leading up to March, we are positioned nicely in regards to sales tax numbers. Garrett
188 stated that some of the adjustments are needed to put us into position to close out the fiscal year. She
189 stated that we have not seen any negative effects due to COVID19 on building permits or planning fees.
190 Garrett stated that fines and forfeitures had been struggling before COVID 19 and the pandemic has only
191 hurt those funds.

192 Garrett stated that most of the adjustments are to be made to estimated actuals.

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Garrett stated that if we need to move money out of the general fund to a capital fund, we need to make sure that we are within the statutory limits in which we can do so.

Garrett stated that there are adjustments to the Terrace Day’s fund, as the event has been cancelled due to the COVID-19 response.

Garrett stated that we anticipate negative effects to all of the utility revenues, however, she does not feel that she has enough data to recommend a budget adjustment at this time. She stated that there is an adjustment to accommodate a new project which would install water and sewer to the city property owned adjacent to the library to help get it ready to be sold.

Garrett stated that some of the capital projects are frozen in response to the Recession Shortfall Plan, noting that these could become unfrozen if circumstances change.

Garrett stated that the RAMP awards for the Fencing project and Lions Park project have been added to the budget as a funding source as well as an expenditure.

Mayor Allen stated that Garrett has fine-tuned the budget to make it easy to understand.

Mayor Allen opened the public hearing at 6:19 p.m.

There were no citizen comments.

Mayor Allen closed the public hearing at 6:21 p.m.

6.2 PUBLIC HEARING: TO HEAR COMMENT ON THE FISCAL YEAR 2021 TENTATIVE BUDGET

Garrett stated that the public hearing is required for the public to comment on the tentative budget that was presented at the last meeting. Garrett highlighted major budget issues and priorities. Garrett stated that the Revenue Shortfall Plan has been incorporated into the budget. She stated that Capital Plans have been put on hold pending the economic outcome of COVID 19. She stated that property tax rate increase has been put off this year and is not proposed by staff. Garrett stated that the pay plan has been proposed to be frozen for the next fiscal year, as well as utility rates. Garrett stated that staff looks forward on working on a recovery plan for the Revenue Shortfall Plan.

Garrett stated that the final numbers for the budget should be available by the next meeting.

Mayor Allen stated that he does not feel that it is the year to hold a Truth in Taxation. Council Member Barker stated that he agrees as long as we can get it back next year. Garrett stated that this year would have been a tax increase for \$70,000, and \$317,000 for next year. Garrett stated that the City portion of the property tax is expected to go down.

Mayor Allen opened the public hearing at 6:29 p.m.

There were no citizen comments.

Mayor Allen closed the public hearing at 6:31 p.m.

6.3 PUBLIC HEARING: TO HEAR COMMENT ON UTILITY FUND TRANSFERS

Garrett stated that the City does not charge itself for utility services that it consumes as part of the system

241 that we use to operate. She stated that we must hold this public hearing so that the public can weigh in on
242 our practice of not charging ourselves for utilities. An example of this practice would be that we do not
243 charge ourselves for the water used at City Hall as part of our operations.
244

245 **Mayor Allen opened the public hearing at 6:33 p.m.**

246 There were no citizen comments.

247 **Mayor Allen closed the public hearing at 6:35 p.m.**

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249 **7. CITIZEN COMMENTS**

250 Hanson stated that Bren Edwards wrote in wanting to know what was happening on the street project.

251 Hanson stated that Cheryl Stubbs wrote that she would like to know what was happening on 4700 South
252 and 300 West.

253 Hanson stated that Cheryl Stubbs wrote that she appreciates the Public Works Crew's work on a storm
254 drain issue and has a question on red on curbs. Hanson will follow up with Ms. Stubbs.
255

256 **8. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
257 **COMMENTS**

258 Meibos stated that 400 West and Ridgeline cul-de-sac was repaved as an overlay. Meibos stated that
259 stated that the work on 300 West and 4700 South is a tear out and replace. A portion of the intersection
260 needed to be fixed as 4700 South will be chip sealed. He stated that 375 E and 4300 South will also be
261 down to one lane starting tomorrow as they do some tear and replace on that road as well. Meibos stated
262 that the remaining road projects will not happen until July. Hanson stated that the road projects have been
263 identified in the Recession Shortfall Plan as restricted "class C" funds to be used for road projects only.
264 Meibos stated that several spots in the City will need to be re-striped, however, this will not be done until
265 July.
266

267 **9. NEW BUSINESS**

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269 **9.1 MOTION/RESOLUTION 20-03: A RESOLUTION TO APPROVE THE**
270 **FISCAL YEAR 2020 AMENDED BUDGET**

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280 **9.2 PRESENTATION: SIDEWALK TRIP HAZARDS PLAN UPDATE**

281 Meibos stated that a lot of work has been done on major sidewalk trip hazards (2 inches or larger).
282 Meibos stated that 50 percent of the major trip hazards have been completed, and he anticipates that the
283 remaining can be completed with the second phase of the project.

284 Thompson showed a map of the City with the coding of the trip hazards. The hazards that have been
285 fixed are notated as well. Thompson stated that there has been a lot of progress done, especially on the
286 two inch hazards. He highlighted several of the fixes. He noted that sometimes only a few feet of
287 sidewalk needs to be repaired, while other times it could be up to 20 feet. Meibos stated that about 80
percent of the sidewalk hazards are tree related.

288 Mayor Allen stated that we still have a long way to go. Thompson noted that there are a lot of one inch
289 hazards to be fixed once the major hazards are finished.
290 Meibos stated that the homeowners have been given notice that they are responsible for any future
291 damage. He stated that the fixes are being logged in our IWORQ system.
292 Meibos stated that we have around \$15,000 left in the budget for this year and the “red dots” are the
293 major hazards and should be repaired by the end of the fiscal year.
294 Meibos stated that the funds for next fiscal year are not available at this time with this budget. Meibos
295 stated that he will continue to keep it a priority until they can be all addressed, noting that we may have
296 to do some “in house” work.
297

298 **9.3 MOTION/RESOLUTION 20-05: INTERLOCAL AGREEMENT WITH WEBER**
299 **COUNTY FOR RECREATION, ARTS, MUSEUM, AND PARK (R.A.M.P)**
300 **FUNDING**

301 Solomon stated that Resolutions are to accept the funds for the projects awarded by the R.A.M.P.
302 Grant. Solomon stated that one is for safety fencing at Rohmer Park, and the other is for toddler
303 playground equipment at Lion’s Park. Council Member Seal confirmed that the fence would go from the
304 existing fence down to the grassy area and the access holes would be blocked off.
305

306 **Motion by Council Member West**
307 **Seconded by Council Member Seal**
308 **To approve Resolution 20-05**
309 **Interlocal Agreement with Weber County**
310 **For RAMP funding for the Rohmer Park Fence**
311 **Approved unanimously (5-0)**
312 **Roll Call Vote**
313
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315 **9.4 MOTION/RESOLUTION 20-06: INTERLOCAL AGREEMENT WITH WEBER**
316 **COUNTY FOR RECREATION, ARTS, MUSEUM, AND PARK (R.A.M.P)**
317 **FUNDING**

318 Solomon stated that Lion’s Park is located off of Washington Blvd between 4700 South and 4800
319 South.
320

321 **Motion by Council Member Barker**
322 **Seconded by Council Member Weir**
323 **To approve Resolution 20-06**
324 **Interlocal Agreement with Weber County**
325 **For RAMP funding for the Lions Park Toddler Playground**
326 **Approved unanimously (5-0)**
327 **Roll Call vote**
328

329 **9.5 DISCUSSION/ACTION: DISCUSSION ON GUIDELINES FOR THE RE-OPENING**
330 **OF CITY HALL AND THE EXTENSION OF THE PROCLAMATION**
331 **DECLARING A LOCAL EMERGENCY AND INVOKING EMERGENCY**
332 **POWERS DUE TO THE COVID-19 PANDEMIC**

333 Hanson stated that he does not feel that we need to extend the emergency declaration at this
334 point.
335

336 Hanson stated that he would like direction from Council on how to proceed with opening City Hall

337 and parks and recreation.
338 Mayor Allen suggested opening up our parks, playgrounds, bowery, and restrooms for daily use.
339 He stated that boy's recreational baseball will begin May 30th. This is a third party baseball league
340 that rents our ball ground. Mayor Allen stated that proper signage must be displayed. Mayor Allen stated
341 that the bowerys can be rented as long as they are told that they cannot surpass the 50 person limit.
342 Solomon stated that recreation baseball leagues have been cancelled throughout all the participating
343 cities. Solomon stated that football sign-ups have been open for 3 weeks and only one child has signed
344 up as of this point.

345
346 Hanson asked for direction on opening City Hall. Hanson stated that he would prefer that visitors
347 wear a mask. Council suggested opening City Hall on June 1st if the staff feels comfortable.
348 Hanson stated that if someone is asymptomatic they could unknowingly spread the disease and
349 would prefer that masks are encouraged to be worn of guests coming into City Hall.
350 Council Member Weir stated that masks should be required when entering the building.
351 Council Members Barker and Seal agreed. Hanson stated that masks should be worn during all
352 staff interactions to set an example.

353
354 Hanson stated that court proceedings on Wednesdays are still on hold. Hanson stated that this will
355 continue for two weeks and he will keep an eye on numbers and evaluate then.
356 Hanson stated that the senior center will remain closed except for the lunch distribution.
357 Hanson stated that we will try best practices as much as we can.
358 Hanson stated that staff will increase the frequency of disinfecting the lobbies if there is a large
359 influx of people into city hall.
360 Hanson stated that we want to protect people as best we can.

361
362 Hanson asked for a motion to include the following direction:
363 - Allowing for the opening of parks in the mornings for general use with implementation of best
364 practices.
365 - Recreation to open with appropriate mitigation of risks as outlined in the recommendations from
366 the state and county health advisory.
367 - Potentially opening City Hall on June 1, 2020
368 - Resuming Council Meetings in City Hall possibly early July.
369 - Any openings will have to be opened under the guidance of COVID protections.
370 - Soccer League play will resume June 1, 2020.

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373 **Motion by Council Member Weir**
374 **Seconded by Council Member West**
375 **To approve the guidelines set above**
376 **Approved unanimously (5-0)**

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379 **Motion by Council Member Barker**
380 **Seconded by Council Member Seal**
381 **To amend to motion to add the addition**
382 **to allow one more month of waiving of utility penalties and**
383 **enact water shut-offs as of June 1st.**
384 **Approved unanimously (5-0)**

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9.6 DISCUSSION/ACTION: ADDITION OF BANTAM W.F.F.L. LEAGUE FOR FOOTBALL (9TH GRADERS) FOR 20-21 FOOTBALL SEASON

Solomon stated that the Weber County School District has an 8th and 9th grade league, however, some other counties, such as Davis, do not. Solomon stated that we would like to support the 8th graders program through the Bantam WFFL League, noting that he does not know if this is a one time project or if it will continue yearly.

Council Member West stated that there are unique circumstances this year concerning this team and he believes that they will play in the Junior league. He stated that we need to let the School District know that we support their program and will continue to do so. Mayor Allen stated that it is not expected to have any fiscal impact on the City.

**Council Member West
Seconded by Council Member seal
To approve the addition of JR bantam WFFL team
Under the Washington Terrace City Titans Organization
For the Fiscal Year 20-21 Season
Approved unanimously (5-0)**

10. COUNCIL COMMUNICATION WITH STAFF

Council Member Seal stated that he noticed that there are signs nailed to the fence by the Adams Ave. intersection. He stated if they were moved lower that they might not obstruct line of sight. He stated that he would like a follow-up on the status of the trimming of the trees.

Council Member Weir wanted to correct his comments from the last meeting stating that the Address for the Discovery Daycare signs needing to be picked up is 5150 South 350 West. He also noted that the high speed area that needs to be watched is on 4300 South.

Council Member Barker asked what the decision is on people who are behind on their utility bills. Hanson stated that we can amend the motion to include a statement. He stated that the utility department has been working with people to get them caught up on their bills. Council Member West asked if we could work on a weekly payment for these people to help. Garrett stated that we have the ability to do that with our new system and can schedule the frequency of payment at whatever frequency that we would want to do. She stated we have already done several of the promise payments on the delinquent accounts.

Council Member Brown asked if we face a firestorm on being too aggressive in this area and wants to know what other cities are doing with their delinquent accounts. Hanson stated that some cities are allowing more time for people to get caught up, however, many are following the example of the state and beginning to start charging shut offs.

Council Member Barker stated that we should try to contact residents and be of help to them by working with them through bill pay, noting that if it gets to the point that they are not paying at all then we need to take more aggressive steps. Council Member Seal agreed, and reminded staff and Council that it was discussed that we would waive late fees for a time.

433 Mayor Allen noted that public works have been busy trimming trees. He asked that the trees by the water
434 tank across from the public works entrance be trimmed down so that they do not droop down into the
435 road. He noted that the Adams Avenue lights are very bright and thanked the crew. Meibos stated that the
436 lights on 5700 South have not been connected as of yet.

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439 **11. ADMINISTRATION REPORTS**

440 Hanson stated that Amy Miller from the Community Methodist Church posted on our Facebook Page.
441 She wanted to let the community know that the Church has given out over 1050 free homemade face
442 masks to the community including the pediatric ward. She stated that hand out times are listed on their
443 marque. They will start their Free Thread Fridays on June 12th from 3-4 pm and is working with teachers
444 on getting them their needed school supplies She stated that pastor Gary Haddock pastor is retiring and
445 there will be a drive through set up on June 7th from noon until 2:00 p.m. to wish him luck as he moves to
446 Colorado.

447 The Mayor stated that the Methodist Church has been doing a great project on giving out face masks on a
448 daily basis.

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451 **12. UPCOMING EVENTS**

452 May 28th: Planning Commission Meeting 6:00 p.m. (TENTATIVE)
453 June 2nd: City Council Work Session 5:00 p.m. (TENTATIVE)
454 June 2nd: City Council Meeting 6:00 p.m.
455 June 16th: City Council Meeting 6:00 p.m.
456 June 25th: Planning Commission Meeting 6:00 p.m. (TENTATIVE)

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

459 Mayor Allen adjourned the meeting at 7:39 p.m.

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462 **14. REDEVELOPMENT AGENCY MEETING (The RDA meeting began immediately**
463 **Following the regular meeting)**

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Date Approved

City Recorder