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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on June 16, 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.**

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

- 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 Lt. Brett Butler
- 23 City Recorder Amy Rodriguez
- 24 City Manager Tom Hanson

25
26 **Others Present**

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

- 29
- 30 1. **ROLL CALL** **6:00 P.M.**
 - 31
 - 32 2. **PLEDGE OF ALLEGIANCE**
 - 33
 - 34 3. **WELCOME**
 - 35
 - 36 4. **CONSENT ITEMS**

- 37
- 38 4.1 **APPROVAL OF AGENDA**
- 39 4.2 **APPROVAL OF JUNE 2, 2020 MEETING MINUTES**

40 **Items 4.1 and 4.2 were approved by general consent.**

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42 5. **CITIZEN COMMENTS**

43 Nicole Steve wrote in and stated that she did not receive an email back. Council asked her for more
44 information and asked her to resend the email. She wrote that no one was notified of the overnight
45 parking restriction at the Senior Center. Hanson stated that it is in Ordinance and has been recently
46 enforced, as there has been issues with people parking in the Senior Center Parking lot and blocking
47 emergency vehicles.

49 Amy Miller wrote that the Community Methodist Church has a farmers market every Saturday at the
50 Church from 9:00-11:00 A.M. She wrote that the proceeds go to the Hansen food Bank. Mayor Allen
51 stated that he appreciates what the Church has been doing for the community.

52

53 **6. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
54 **COMMENTS**

55 Item 6 is unnecessary.

56

57 **7. NEW BUSINESS**

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59 **7.1 MOTION/RESOLUTION 20-07: TO APPROVE THE BUDGET DOCUMENT FOR**
60 **FISCAL YEAR 2021 FINAL BUDGET, FEE SCHEDULE AND POLICY**
61 **GUIDELINES; AND ADOPT THE COUNTY AUDITOR'S CERTIFIED**
62 **PROPERTY TAX RATE**

63 Hanson stated that the budget has been reviewed for the last few months and proposes that it be approved
64 as presented.

65 Garrett stated that the resolution is adopting the tentative budget and proposing changes to the fee
66 schedule. She stated that we are asking that the fee schedule be adopted immediately.

67 She stated that the tax rate will also be adopted at this time.

68 Garrett stated that our general purpose rate has dropped because our values have gone up, and therefore
69 the taxes decrease. She stated that the tax rate is expected to go down, as opposed to last year when we
70 had a Truth in Taxation. Garrett stated that our tax revenue is expected to increase by \$13,000, and this is
71 due to new growth over the past year.

72 Garrett stated that our property tax value has increased over the last five years. Garrett stated that
73 valuations affect the certified tax rates. She stated that the rates have remained fairly flat. Mayor Allen
74 stated that he appreciates all her work on the budget.

75 Garrett stated that the final budget document will still need to be completed once the budget is approved.

76

77 **Motion by Council Member Brown**

78 **Seconded by Council Member Barker**

79 **To approve Resolution 20-07 to approve the**

80 **Budget for Fiscal Year 2021 final budget, fee schedule**

81 **And policy guidelines, and**

82 **adopt the county auditor's certified property Tax rate**

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

84 **Roll Call Vote**

85

86 **7.2 PRESENTATION: FRAUD RISK ASSESSMENT**

87 Garrett stated that the State Auditor has new guidelines that we are expected to follow. She stated that the
88 Municipal Officers are required to do annual training on Fraud Risk Assessment. She provided a quick
89 training video that explains the process and the required training. Garrett explained the assessment
90 guidelines. She stated that we will be working on our procedures starting immediately. She stated that the
91 guidelines are to help entities recognize, and reduce, fraud within the organization. Garrett stated that the
92 guidelines do not give partial credit, noting that we have most of the policies in place, but they may not
93 meet all the requirements and therefore it is something that we will be working towards.

94 Council Member Brown stated that there was an incident years ago regarding a backhoe purchase in
95 which he felt that we did not use proper procurement procedures. He stated that it has happened only one
96 time, but these types of purchases concern him. Hanson stated that staff did go through the purchasing
97 policy at that time and can show the documentation to Council.

98 Garrett stated that we will address policies as they change with Council. Garrett stated that it may take up
99 to a year's time to get our policies in order, noting that our policies are not bad, but these changes will
100 take them to a new level. Garrett stated that any penalties have not been made clear at this time.
101 Council Member Barker stated that he appreciates that staff is taking this seriously. Mayor Allen stated
102 that it is a self-assessment and that the State would most likely be watching those cities that are in the red
103 area as far as fraud concerns. Mayor Allen stated that this assessment makes it clear that there must be
104 problems in some entities and that this assessment helps make us aware of our own policies and give us
105 guidelines to reduce risk.

106
107 Garrett reviewed the assessment checklist and where the City stands on each item. Garrett stated that she
108 believes that in a year's time, we can accomplish full credit and be in the low risk category.

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111 **7.3 MOTION/RESOLUTION20-09: APPROVAL OF THE EASEMENT AGREEMENT**
112 **BETWEEN THE CITY AND THE WEBER COUNTY LIBRARY**
113 **DEVELOPMENT FUND**
114

115 Hanson stated that we are trying to prepare the City property on the south side of the Library for sale.
116 Hanson stated that the easement clarifies some of the assumptions that were made between the Library
117 and the City when the Library was built.

118 Hanson stated that the agreement makes a more firm foundation between both parties moving forward.
119 He explained that the City will allow the Library to maintain the landscaping area east of the Library.
120 Another assumption is that the Library would also be able to use the shared parking lot. Hanson stated that
121 the future owner of the property will be able to use the landscaping and parking lot as it is written.

122 Hanson stated that the intent is to set the parameters for the use of the green space and the parking lot.
123 Council Member Barker asked if the mix-use property is clear in the document. He stated that he thinks
124 there may be conflict between the new owner and the Library over the green space. Hanson stated that
125 the Library will need to maintain the parking lot.

126 Hanson stated that the large parking lot agreement is not part of this agreement and will be a separate
127 agreement. Mayor Allen stated that it would be advantageous for a new business to come and be able to
128 use the parking lot and green space. Council Member Barker asked if there is enough room to build a
129 10,000 sq foot building and still be able to put in new parking. Hanson stated that it would depend on the
130 footprint of the building. Council Member Barker asked if the library would have access to any expanded
131 parking put in by a new owner. Hanson stated that they would not and that the plat would be recorded as
132 such.

133 Hanson stated that there are a few items that will be edited.

134 Hanson stated that Seaman has been involved in the RFP to some degree.

135
136 **Motion by Council Member West**
137 **Seconded by Council Member Barker**
138 **To table the item until a later date in July**
139 **when the edits can be completed**
140 **Approved unanimously (5-0)**
141 **Roll Call Vote**
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145 **7.4 MOTION: CONSIDERATION TO CANCEL THE JULY 7, 2020 MEETING**
146 **Motion by Council Member Barker**

147 **Seconded by Council Member West**
148 **To cancel the July 7, 2020 Meeting**
149 **Approved unanimously (5-0)**
150

151 **8. COUNCIL COMMUNICATION WITH STAFF**

152 Council Member Seal stated that a resident asked him why we charge a rental fee for the bowery. Hanson
153 stated that it takes care of the extra paperwork and work to maintain the bowery (restrooms, electricity,
154 stage, lighting, etc.)
155

156 Council Member Barker stated that he would like to thank whomever was able to have the weeds cut
157 down on the new 5700 South Road. Meibos stated that he is still working with Rocky Mountain Power
158 on the lighting situation. Council Member Barker asked if there could be a light installed close to the
159 condo (cottages) because it is very dark in that area. Mayor Allen stated that we are waiting to see how
160 bright the new lights will shine on that area once the lights are in working operation. Hanson stated that
161 Meibos has been working on the issue for quite a bit of time and has been running into issues.
162

163 Mayor Allen expressed his appreciation to our police officers.
164

165 **9. ADMINISTRATION REPORTS**

166 Hanson stated that we will be having a live Council Meeting on July 21st, noting that it would be set up
167 with social distancing and everyone will be required to wear face masks.
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170 **10. UPCOMING EVENTS**

171 June 25th: Planning Commission Meeting 6:00 p.m. (TENTATIVE)
172 July 7th: City Council Meeting 6:00 p.m. (TENTATIVE)
173 July 21st City Council Meeting 6:00 p.m.
174 July 24th: City offices closed: Pioneer Day
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176 **11. ADJOURN THE MEETING: MAYOR ALLEN**

177 **Motion by Council Member Barker**
178 **Seconded by Council Member Seal**
179 **To adjourn the meeting**
180 **Approved unanimously (5-0)**
181 **Time: 7:35 p.m.**
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183 **12. REDEVELOPMENT AGENCY MEETING (The RDA meeting will begin**
184 **Immediately following the regular meeting)**
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Date Approved

_____ **City Recorder**