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City of Washington Terrace

Minutes of a Regular City Council meeting
Held on July 21, 2020
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

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

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

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

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28 **Others Present**

29 Aaron Montgomery, Zions Finance

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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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36 **1. WORK SESSION : BUSINESS LICENSE FEE STUDY 5:00 P.M.**

37 Garrett stated that we started this study in January of this year. It is now completed. She stated that Aaron
38 Montgomery lead the project, Heidi Gerritsen, Kuyler Thompson, Tyler Seaman, Clay Peterson have all
39 worked on compiling the study.

40 Garrett stated that we wanted to make sure that our fees are up to date, as environments have changed
41 since the study was last completed in 2008.

42
43 Montgomery stated that the most important purpose of the study is to ensure compliance. Fees charged
44 must reflect the amount necessary to reasonably regulate businesses.

45 He stated that there are base administrative costs, disproportionate service costs, and enhanced costs that
46 make up the total business license fee.

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48 Administrative costs:

49 Montgomery stated that the base cost has increased from \$100.00 to \$124.47 for a new license and
50 \$102.00 for renewals. Administrative costs are made up of what it cost to oversee, register, maintain
51 records, and issue licenses.

52

53 Disproportionate costs are made up of two classes:

54 Regulatory costs- Costs incurred for inspections

55 Disproportionate service costs- Police, Fire and Ems costs above the base level of service multiplied by
56 cost per call.

57

58 Montgomery stated that the disproportionate costs are broken out by business class. The regulatory costs
59 cover inspections by Fire and Building Inspections. Garrett stated that pages 15 and 16 of the report
60 further defines the business types. Garrett stated that family services are broken down by zoning
61 (commercial and residential).

62

63 Montgomery stated that they looked at police calls, fire, and EMS calls for service over the last 3 years.
64 He stated that costs for police calls is \$102.76 , whereas Fire/EMS calls are \$420.27.

65 Part of the study was to establish a base ratio for calls for service. Base police calls are .7 and the fire/ems
66 calls are 1.3. Disproportionate calls over the base rate will be charged a disproportionate fee.

67 Montgomery stated that some classes may have had calls, but they were not over the base amount, and
68 therefore they will not be charged a disproportionate fee.

69

70 Montgomery stated that the maximum fee is putting the actual cost totally on the business. If the fees are
71 lowered, it shows how much the city is subsidizing those businesses.

72

73 Montgomery suggested to consider the following when setting fees:

74 Percentage change to current fees, Dollar amount change in fees, Correlation between proposed fees and
75 actual cost of services, recognition of revenues generated by some businesses, the comparative fees in
76 neighboring cities. Montgomery noted that the fees in the study is the maximum amount allowed based
77 on study analysis. The Council may choose to lower the fees, but cannot raise above the study amount.

78

79 Montgomery noted that some of the classes will be charged per room, or per unit.

80 He outlined the changes in business classes, and rental licenses. Garrett stated that we have expanded the
81 rental categories to allow Council to charge rentals based on categories (single units, 5-9 units, 50+
82 units, etc.). Council may also choose to charge all rentals as one category, as is in practice currently.

83

84 Mayor Allen stated that long term care fees have increased dramatically. Garrett stated that Gerritsen has
85 done a complete assessment of the business classes and will send out the information to Council. Garrett
86 stated that there are some nuances that will be worth going over while deciding on fees. Mayor Allen
87 stated that we need to be careful on this and who we affect when we increase fees. Montgomery stated
88 that it is not unusual to see large disproportionate costs for hospitals and long term care facilities. He
89 stated that comparing to others with similar classes is important.

90

91 Garrett stated that we are looking to implementing the new rates at the renewal season. Gerritsen stated
92 that she is working on comparisons with other cities. Garrett stated that some of the fees have increased,
93 and some have decreased. She stated that the discussion can be brought back to Council at the next
94 meeting.

95

96 Council Member Brown stated that 28 percent of the calls are coming from the four long term care

97 facilities. He stated that something needs to be done. Thompson clarified that after review, he has found
98 that it is 16 percent, not 28 percent, but agrees that it is a high number. Mayor Allen stated that we want
99 to take care of those individuals and do not want to strain any more of them than we need to, but we
100 should compare what other cities are charging.

101 Hanson stated that he appreciates the work done to bundle the information together.

102 Hanson stated that he would like Council to give the information some thought and encourages more
103 questions from Council and staff will give clarity as much as possible.

104 Council Member Seal would like to be fair to the businesses, but cautions that we need to be fair to the
105 residents as well. He would like to see the comparisons with other cities.

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

145 Mayor Mark C. Allen
146 Council Member F. Carey Seal
147 Council Member Blair Brown
148 Council Member Larry Weir
149 Council Member Scott Barker
150 Council Member Jeff West
151 Fire Chief Clay Peterson
152 Public Works Director Jake Meibos
153 Chief Building Official and General Planner Tyler Seaman
154 City Recorder Amy Rodriguez
155 City Manager Tom Hanson
156 Lt. Brett Butler

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158 **Others Present**

159 S. Nixon
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161 2. **ROLL CALL** 6:00 P.M.

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163 3. **PLEDGE OF ALLEGIANCE**

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165 4. **WELCOME**

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167 5. **CONSENT ITEMS**

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169 **5.1 APPROVAL OF AGENDA**

170 **5.2 APPROVAL OF JUNE 30, 2020 SPECIAL MEETING MINUTES**

171 Items 5.1 and 5.2 were approved by general consent.

172

173 6. **CITIZEN COMMENTS**

174 Hanson read a thank you from Amy Miller from the United Methodist Church for mentioning their
175 community work in the newsletter, stating that they have received donations and help from residents for
176 their community programs.

177

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

180 Mayor Allen stated that we appreciate all Miller and congregation do for the community.

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182 8. **NEW BUSINESS**

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184 **8.1 PRESENTATION: SHERIFF'S OFFICE QUARTERLY REPORT**

185 Lt. Butler stated that calls for service are rising as things are opening up more with the COVID19
186 restrictions. Lt. Butler stated that due to COVID, citations slowed, however, they are now coming back
187 up in numbers. He stated that there was a SWAT called out off of Ridgeline where a resident barricaded
188 himself in his home. He stated that it took several hours. He stated that there was another large call that
189 required the help from several neighboring cities. Lt. Butler stated that there have been 12 attempted
190 suicides and 19 keep the peace calls in the last quarter. He stated that 8 vehicles have been burglarized
191 and 5 vehicles stolen. He noted that it has been a busy quarter. Hanson stated that there was an assault in

192 one of our parks and the city was able to supply video footage to help out with the case. Mayor Allen
193 stated that he has participated in several county meetings. Lt. Butler stated that they are fully staffed, and
194 noted that some of the new officers are coming from Salt Lake City. Lt. Butler stated that they have been
195 involved with the protests in Salt Lake City as well as Ogden City. He noted that the protests have been
196 mostly peaceful.

197 198 **8.2 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

199 Chief Peterson stated that there were around 190 calls for service, noting that 180 were medical calls. He
200 stated that they had one structure fire and one car fire. He stated that they responded to a structure fire
201 this morning and assisted Riverdale Fire with two grass fires. Peterson stated that 30.73 percent of calls
202 in the second quarter were responses to nursing call calls. Peterson stated that we are sitting at 29
203 firefighters as of today. He stated that 2 more should be starting next week, exceeding our goal of 30
204 firefighters by the end of July. He noted that most are full time firefighters that work for other
205 departments and are fully trained. Mayor Allen stated that it is a credit to Chief Peterson and Deputy
206 Chief Davies that we are fully staffed and that people want to come work for our City. Hanson stated that
207 we are at 3 people per shift. Hanson stated that we now have a much more solid standing.

208 209 210 **8.3 PRESENTATION: BUILDING AND PLANNING DEPARTMENT** 211 **QUARTERLY REPORT**

212 Hanson stated that he wanted Seaman to check in with Council on how things have been going.
213 Seaman stated that the hospital remodel is close to completion. He stated that there are over 20 single and
214 Duplex housing complexes being built at this time. He stated that it is nice to see. He stated that 12 of
215 them should be starting soon.

216 Seaman stated that he has created a tracking system for Code Enforcement so that he can follow up with
217 his cases. He stated that he has not had to deal with one citation yet. He stated that he has been able
218 to contact the residents and resolve the problems. He stated that he welcomes input from Council if
219 he is missing any issues.

220 Seaman stated that he is excited about the new Medical Subdivision, noting that we will have a site plan
221 approval with a medical building on the lot.

222 Seaman stated that he is meeting with Public Works once a month to see what projects on which they
223 can partner-up. He stated that it has been rewarding to be on the same page with them. Seaman stated
224 that he is enjoying the work here at the City and appreciates the opportunity.

225 Council Member Brown stated that the quality of some of the new projects is impressive and they will
226 look nice in 30 years.

227 Seaman stated that he is reviewing some changes for the infill ordinance. The Mayor stated that he
228 appreciates Hanson and Jeff Monroe for their work on the infill ordinance.

229 230 **8.4 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT**

231 South Ogden Animal Control Stacey Nixon presented to Council. She introduced her new partner Stacey.
232 Nixon stated that they have been able to handle most of the calls over the phone and have been able to
233 bring dogs home instead of the Weber County Animal Shelter. She noted that due to COVID19, it is
234 appointment only at Weber County Animal Shelter. She stated that they try very hard to return the
235 animals to their homes. She noted that they are working on licensing.

236 She stated that they worked on an ordinance call and made sure that the family remained in compliance.
237 Mayor Allen stated that we are following up on suggestions from the last meeting (bigger signs, more
238 doggie pot bags and stations). Hanson stated that there are a lot of dogs off leash in the mornings and
239 wondered if they would be able to go to the park before their normal hours to educate residents on the

240 leash law. Nixon stated that they would need to speak with their manager if they would be able to change
241 their hours. Meibos stated the signs will be put at the entrances to the park. Nixon stated that signs may
242 be efficient on the upper level of the park inside the park. She stated that she does not think people focus
243 on the signs as they are driving into the park, noting that they may do more good in the parking lots.

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246 **8.5 PRESENTATION: ADJUSTMENT OF EXCAVATION RIGHT-OF-WAY-**
247 **PERMIT FEES**

248 Meibos stated that the time that it takes to manage the permits and current costs, the City is a little shy of
249 costs. He stated the permit needs to cover administration, inspections, bonds, construction quality. He
250 stated that the bond is released after one year. He stated that he proposed a \$100.00 permit fee to cover
251 the cost of management, and a \$2000 construction bond. He stated that currently we charge \$47.47 for a
252 permit and \$1000.00 bond.

253 Meibos stated that he would like to implement a \$4.00 per sq ft road cut fee to cover maintaining the
254 roads over the 12 year life span. This would cover chip seals, surface treatments, and other items needed.
255 He stated that this would be a new fee to the fee schedule.

256 He would also like to implement a working without a permit fine of \$200. Meibos stated that he has
257 compared our permit fees with neighboring cities.

258 Meibos stated that he would also like to suggest a fee for cutting into a road that is new, or if it has had a
259 surface treatment within the last 2 years.

260 Mayor and Council agreed that the new fee schedule looks good and it will be discussed at the next
261 meeting.

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263 **8.6 MOTION/RESOLUTION20-09: APPROVAL OF THE EASEMENT AGREEMENT**
264 **BETWEEN THE CITY AND THE WEBER COUNTY LIBRARY**
265 **DEVELOPMENT FUND**

266 Hanson stated that the item was previously tabled, however, the agreement remains as stands. Legal
267 reviewed the interlocal and County agreed that is was fine to proceed.

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269 **Motion by Council Member Barker**
270 **Seconded by Council Member Seal**
271 **To approve Resolution 20-09**
272 **Easement Agreement between the City and**
273 **The Weber County Library Development Fund**
274 **Approved Unanimously (5-0)**
275 **Roll Call Vote**

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277 **9. COUNCIL COMMUNICATION WITH STAFF**
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279 Council Member Seal stated that he had a citizen call him concerning garbage cans. He stated that she
280 told him that both cans are dumped in the same location and wondered why she spent time separating.
281 Hanson stated that the news article was misleading. He stated that we send all our recycling to Recycled
282 Earth for processing. He stated that when it has no recycling value, it does go into the landfill. Hanson
283 stated that recycling is making a bit of recovery. Hanson stated that it passes through the recycling center
284 first, however, if there is no market, it will be sent to the landfill.

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286 Council Member Seal stated that he believes a dog park would be better than trying to keep dogs on
287 leashes. Council Member West agrees, stating that there are some nice parks out there.

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Council Member West stated that the chip seal road work has been looking really nice. Meibos stated that the crack seal will continue through next week and the striping should be completed this week. He stated that the chip seal is completed.

10. ADMINISTRATION REPORTS

Hanson stated that all of our crossing guards will be back on duty when schools open.

Seaman shared some information on the tow truck ordinance, stating that the ordinance may need to be revamped. He stated that any tow truck under 14,001 pounds is allowed in the city as long as they are far away from the sidewalk. He noted that several tow trucks in the city are under that weight and can remain as long as they are 3 feet off the sidewalk. Mayor Allen stated that when the ordinance was put in place a few years back, the intent was not to allow massive trucks in residential areas. Hanson stated that flat bed tow trucks are not allowed on the street.

11. UPCOMING EVENTS

- July 24th: City offices closed: Pioneer Day
- July 30TH: Planning Commission Meeting 6:00 p.m.
- August 4th: City Council Meeting 6:00 p.m.
- August 18th: City Council Meeting 6:00 p.m.
- August 27th: Planning Commission Meeting (Tentative)

12. ADJOURN THE MEETING: MAYOR ALLEN

Mayor Allen adjourned the meeting at 7:26 p.m.

**Motion by Council Member Weir
 Seconded by Council Member Brown
 To adjourn the meeting
 Approved unanimously
 Time: 7:26 p.m.**

Date Approved

City Recorder

13. REDEVELOPMENT AGENCY MEETING (The RDA meeting will begin Immediately following the regular meeting)