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# City of Washington Terrace

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Minutes of a Regular City Council meeting  
Held on December 4, 2018  
City Hall, 5249 South 400 East, Washington Terrace City,  
County of Weber, State of Utah

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

- 11 Mayor Mark C. Allen  
12 Council Member Scott Monsen  
13 Council Member Blair Brown  
14 Council Member Larry Weir  
15 Council Member Scott Barker  
16 Council Member Jeff West- arrived 6:14 p.m.  
17 City Attorney Bill Morris  
18 Finance Director Shari' Garrett  
19 Public Works Director Steve Harris  
20 City Recorder Amy Rodriguez  
21 Lt. Jeff Pledger, Weber County Sheriff

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**Others present**

24 Charles and Reba Allen, Ulis Gardiner, Steve Rush, Steve Miller ,Amy Miller, Aubrey Allen

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1. **ROLL CALL**

6:00 P.M.

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2. **PLEDGE OF ALLEGIANCE**

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3. **WELCOME**

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4. **CONSENT ITEMS**

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4.1 APPROVAL OF AGENDA

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4.2 APPROVAL OF NOVEMBER 20, 2018, MEETING MINUTES AND NOVEMBER  
17, 2018 COUNCIL RETREAT MINUTES

37 Items 4.1 and 4.2 were approved by general consent.

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5. **CITIZEN COMMENTS**

40 There were no citizen comments.

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

43 Due to lack of citizen comments in item 5, item 6 is unnecessary.  
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7. **NEW BUSINESS**

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**7.1 PRESENTATION: THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018**

Garrett presented the CAFR to Council, noting that there are a couple of areas to focus on analysis:  
Near Term Position: Garrett stated that there were no concerns,  
Net Position: This is the difference between assets and liabilities. She stated that we are improving on our net position.  
Economic Position: Garrett stated that this area is worth looking at to forecast future budgets.  
Garrett stated that we must generate enough income to cover our current debt payments. She stated that we exceeded the 125 percent ratio needed to cover our debt payments.  
Garrett introduced Gary Keddington to present the audit report.  
Keddington stated that staff was very receptive to the questions asked during the audit. He stated that the audit went smoothly. He stated that they audit fraud areas, internal controls, and state compliance.  
Keddington stated that they agree that the CAFR numbers are as presented. He stated that they test that that numbers are materially correct. Keddington stated that the state compliance auditors testing found one finding. He stated that it concerned new regulations concerning compliance with posting of the budget and internal transfers on the website within 7 days.  
Keddington stated that they begin the process in July for state compliance. He stated that they come back in October for a few weeks. He stated that he reviews the CAFR. He noted that it takes a complete month to perform the audit.

**7.2 PRESENTATION: OGDEN WEBER COMMUNITY ACTION PARTNERSHIP**

Aubrey Allen presented the annual report to Council. She is the appointed representative for Washington Terrace. She stated that the Program helps funds early head start programs, the CIRCLES program, and food banks. She stated that the CIRCLES program is funded by six grants. She stated that the program helps families in poverty. Allen highlighted the head start program, stating this is who they serve. She highlighted the requirements to be admitted to the program. Allen highlighted the school readiness goals to prepare children for kindergarten. She stated that they are governed by the Head Start Act. She stated that both elementary schools in the Terrace are Charter 1 schools and it is a need of the community to provide the Head Start Program.

**7.3 DISCUSSION/MOTION: APPROVAL OF THE CONSOLIDATED PLAN – CAPITAL INVESTMENT PLAN PROJECT PRIORITIZATION**

Harris stated that this item needs to be approved in order for us to apply for our Community Development Block Grant. Harris stated that the plan does not include roads or parks. He stated that it is the prioritization of CDBG eligible projects.  
Harris stated that the two projects we will be applying for is the extension of our current project of upgrading Water Tank #1. He stated that we will be applying for feeding water the tank.  
He stated that the second application will be for an upgrade to our Fire Department Brush truck.  
Harris stated that some of the items on the list will be incorporated in the OTIS II project.

**Motion by Council Member Monsen  
Seconded by Council Member Barker  
To approve the Consolidated Capital Investment Plan  
Project Prioritization for CDBG eligible projects  
Approved unanimously (5-0)**

**7.4 DISCUSSION/MOTION: APPROVAL OF THE PURCHASE OF PUBLIC**

98 **WORKS FACILITY HOIST AND TRAILER PULL MAN LIFT**

99 Harris stated that the item is a formality. He stated that it was discussed in the last Council meeting. He  
100 stated that there is money left over from the Facility project. The items need approval from Council for  
101 any items over \$25,000. He stated that the two items are the trailer pull man lift and the facility host. He  
102 stated that the man lift cost is \$21,450.00 He stated that it is used but in good shape. He stated that the  
103 facility hoist/lift was in the original bid for the public works project but was taken out due to cost of the  
104 project. He stated that it cost \$33,238.00 and was able to be put back into the project.

105 **Motion by Council Member Barker**

106 **Seconded by Council Member Brown**

107 **To approve the purchase of the facility hoist and man lift for the**

108 **Public Works Facility**

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

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111 **7.5 DISCUSSION: THE CONSOLIDATION OF WASHINGTON TERRACE CITY**  
112 **CIVIC/SENIOR CENTER WITH WEBER HUMAN SERVICES**

113 Rodriguez stated that Hanson wanted to inform Council that South Ogden is closing their Senior Center  
114 and selling the property. Hanson has been working with South Ogden and Weber Human Services and  
115 the South Ogden Seniors will be coming to Washington Terrace to use our facility under our program.

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117 **7.6 MOTION/ORDINANCE 18-13: ORDINANCE ADOPTING A FRANCHISE**  
118 **AGREEMENT BETWEEN WASHINGTON TERRACE CITY AND ROCKY**  
119 **MOUNTAIN POWER**

120 Morris stated that the franchise agreement discusses how the power lines are operated through the city.  
121 He stated that it outlines how trees are cut, what to do when they have to be moved, and who to contact.  
122 Morris stated that the resolution was changed to an Ordinance on the request of Rocky Mountain Power.  
123 Morris stated that it is a nonexclusive franchise for a term of 10 years. The Recorder will need to  
124 provide plans to Rocky Mountain Power when a development comes into the City. Morris stated that our  
125 current agreement is expiring.

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127 **Motion by Council Member Weir**

128 **Seconded by Council Member West**

129 **To approve Ordinance 18-13**

130 **Approving the franchise agreement with**

131 **Rocky Mountain Power**

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

133 **Roll Call Vote**

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135 **7.7 MOTION: APPROVAL OF THE 2019 ANNUAL MEETING SCHEDULE**

136 Rodriguez stated that the annual meeting schedule must be adopted. She noted that a January 8<sup>th</sup> meeting  
137 was added to make up for the first meeting being cancelled in January.

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139 **Motion by Council Member Monsen**

140 **Seconded by Council Member Brown**

141 **To approve the 2019 annual meeting schedule**

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

143 **8. COUNCIL COMMUNICATION WITH STAFF**

146 Mayor Allen stated that the winter parking ordinance went into effect December 1<sup>st</sup> and notices have been  
147 given out to residents that have parked on the street.  
148 Mayor Allen asked that the Neil Hanson posters be taken down.

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150 **9. ADMINISTRATION REPORTS**

151 There were no administrative reports.

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154 **10. UPCOMING EVENTS**

155 **December 25<sup>th</sup>: City offices closed for Christmas Holiday**

156 **January 1<sup>st</sup>: City offices closed for New Year's Holiday**

157 **January 15<sup>th</sup>: City Council Work Session 4:00 p.m.**

158 **January 15<sup>t</sup>: City Council Meeting 6:00 p.m.**

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160 **11. ADJOURN THE MEETING: MAYOR ALLEN**

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162 Mayor Allen adjourned the meeting at 6:54 p.m.

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**Date Approved**

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**City Recorder**

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