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2 **City of Washington Terrace**  
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4 **Minutes of a Regular City Council meeting**  
5 **Held on January 2, 2024**  
6 **City Hall, 5249 South 400 East, Washington Terrace City, Utah**  
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8 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

- 9 Mayor Mark C. Allen  
10 Council Member Jill Christiansen  
11 Council Member Zunayid Z. Zishan  
12 Council Member Cheryl Parkinson  
13 Council Member Jeff West  
14 Council Member Michael Thomas  
15 Public Works Director Jake Meibos  
16 Storm Water Manager Tanon Mathews  
17 City Manager Tom Hanson  
18 City Recorder Amy Rodriguez  
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20 **Others Present**

21 Mike Lawrence, Scott Barker,  
22

23 **1 OATH OF OFFICE: THE OATH OF OFFICE WILL BE ADMINISTERED TO**  
24 **NEWLEY ELECTED OFFICIALS 5:00 P.M.**

25 Rodriguez administered the Oath of Office to Council Members Zunayid Z. Zishan, Cheryl  
26 Parkinson, and Michael Thomas. They each will serve a four-year term as Council Members.  
27

28 Mayor Allen presented a plaque to Council Member Scott Barker for his two terms of service as Council  
29 Member.  
30

31 **2. WORK SESSION 5:15 P.M.**

32 **Topics to include, but are not limited to:**

- 33 • **Terrace Capital Investment Plan (TCIP)**  
34 • **Update on 300 West Reconstruction Project**  
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36 Meibos explained the 300 West Reconstruction Project, noting that it has been in the planning stage since  
37 2017. A grant was applied for in 2018, and the project will begin this June.

38 Meibos stated that the road was showing quite a bit of stress, and instead of just putting “bandaids” on it,  
39 a total reconstruct was determined to be necessary. Meibos stated that the City was granted the funding  
40 award in 2019, however, funding would not be available until 2024.

41 Meibos stated that a section of the waterline needs to be replaced from 5000 South to 4800 South. It will  
42 increase the volume and fire flow capacity. He stated that the storm drainpipe will be increased to  
43 increase capacity. Meibos stated that it was decided to upgrade the piping while the road is opened up.

44 Meibos stated that sections of the curb and gutter will be replaced, along with the re-construction of ADA

45 ramps to comply with current UDOT guidelines. Meibos stated that sidewalk trip hazards will be  
46 removed and replaced.

47  
48 Meibos stated that a catch basin will be installed by one of the retention ponds where there  
49 might be overflow into yards.

50 Meibos stated that the waterline is a city project that will begin in April. He stated that the road project  
51 will begin in June of 2024. He stated that there will be a trench along side of the road for most of the  
52 summer until the asphalt is laid. He stated that construction will begin right after Terrace Days. Meibos  
53 stated that the storm drain will be completed by then. Meibos stated that the open trench will not look  
54 pretty, but believes his crew will stay on top of it so that it does not become a hazard.

55  
56 Meibos stated that the road will be closed down by sections. He stated that there will be local resident  
57 access to their homes, as well as emergency vehicles.

58  
59 Meibos stated that a poor subgrade will cause the road to fail. He noted that the city opted for a higher  
60 grade subgrade. He stated that this project will extend the road for at least 25 years with proper  
61 maintenance.

62  
63 Meibos stated that the tighter lanes may help slow down the traffic flow on that road. He stated that this  
64 worked on the South side of the road, where a tighter road has decreased speed. Meibos stated that it will  
65 give the road a safer feel. He stated that the con is that it may affect on-street parking, but noted that  
66 on-street parking is minimal on that road. He stated that this was a recommendation from UDOT.

67  
68 Hanson stated that a bike lane will add to our alternate transportation modes.

69  
70 Meibos stated that every new development has to meet their water retention requirements to the state. He  
71 stated that the impact will be very minimal. Meibos stated that he has spoken to UTA about the project  
72 and they do not have any concerns about the project. Mayor Allen stated that there will be a new bus  
73 route in the City starting in March.

74  
75 Meibos explained the traffic control plan, noting that it is expected that the contractors will use soft  
76 closures on the road. He noted that UTA will route according to the detours. He stated that garbage, mail,  
77 and delivery services will be addressed throughout the project.

78  
79 Meibos explained the process for notifying residents affected by water shut-off's or construction  
80 information. He stated that residents will have information as to what is happening during this project.

81  
82 Meibos stated that the culinary water engineers estimate is \$553,800. He stated that the total road  
83 reconstruction is estimated at 3.239 million dollars, noting that the city is only responsible for 6.77  
84 percent of the funding (around \$219,000).

85  
86 Meibos stated that there will be an open presentation on the project on January 23<sup>rd</sup> at 6:00 p.m. at the  
87 Senior/Civic Center to answer any concerns or questions. Meibos asked that Council attend the  
88 presentation, as residents may feel more comfortable asking Council questions.

89  
90 Council Member Parkinson stated that the education aspect is very important. Meibos stated that the  
91 information is in the newsletter and a flyer will be handed out door-to-door to the affected community  
92 and area. Council Member Christiansen asked if staff needed help handing out the flyers. Meibos stated  
93 that any help is welcomed and he will work out a plan.

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Meibos stated that the sewer line has been inspected and the pipe is in good condition. He stated that if there are any issues, it can be fixed from inside, rather than digging it up and reconnecting everything. He stated that they have done spot repairs using this technique and it has proven to work very well.

Meibos stated that the funding has been collected throughout the five year plus plan and is in place. He stated that the project has been awarded 3.2 million dollars. He stated that anything over that amount will be the city's responsibility. Meibos stated that the engineer is very confident in his estimates.

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

Mayor Mark C. Allen  
Council Member Jill Christiansen  
Council Member Zunayid Z. Zishan  
Council Member Cheryl Parkinson  
Council Member Jeff West  
Council Member Michael Thomas  
City Treasurer Heidi Gerritsen  
General Planner Tyler Seaman  
Finance Director Shari' Garrett  
City Manager Tom Hanson  
City Recorder Amy Rodriguez  
City Attorney Bill Morris

**Others Present**

Amy Miller, Ullis Gardiner, Steve Jacobson, Mike Lawrence, Paul Klema, Kathleen Craynor, John Craynor

**3. ROLL CALL 6:00 P.M.**

**4. PLEDGE OF ALLEGIANCE**

**5. WELCOME**

Newly elected Council Members Thomas, Parkinson, and Zishan introduced themselves to the audience. Chairman Steve Jacobson introduced himself as well.

**6. CONSENT ITEMS**

**6.1 APPROVAL OF AGENDA**

**6.2 APPROVAL OF DECEMBER 2, 2023 COUNCIL RETREAT AND DECEMBER 5, 2023, MEETING MINUTES**

Items 6.1 and 6.2 were approved by general consent.

**7. SPECIAL ORDER**

**7.1 PUBLIC HEARING: PUBLIC HEARING TO HEAR COMMENTS ON THE AMENDMENT TO THE FISCAL YEAR 2023-2024 BUDGET**

Garrett presented the budget amendment to Council, stating that the original budget is on our City website under the finance department. She stated that anytime we want to adjust the budget, we will go through a budget process. She stated that the adjustments are primarily a request for an increase in budget expenditures. She stated that the budget document is a great source of information on the process and budget adjustments.

Garrett explained the attachments of the budget adjustments, explaining each adjustment.

188 Garrett stating that the interest earned for investments is to bring the estimate closer to the actual. She  
189 stated that interest returns may move around and it is not uncommon for investment earnings to be  
190 adjusted.

191  
192 Garrett stated that another adjustment is for Capital Projects. She stated that there is an adjustment to an  
193 engineer estimate for a project. She stated that we wont know how they play out until we go out for bid.  
194 She stated that there are minor closeout adjustments of several projects from the summer that have been  
195 completed. She explained where the offsets are coming from for several projects.

196  
197 Garrett stated that the Capital Project fund adjustment is recognizing the sale of fleet sales, that will be  
198 invested into the fleet program for expenditures.

199  
200 Garrett stated that the books have been closed and it is clear how several projects have landed and there  
201 are minor roll over adjustments from year to year.

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203 **Mayor Allen opened the public hearing at 6:18 p.m.**

204 There were no citizen comments.

205 **Mayor Allen closed the public hearing at 6:19 p.m.**

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207 **8. CITIZEN COMMENTS**

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209 Amy Miller, representing the United Methodist Church, presented to Council. She stated that the Church  
210 collected socks last month and they will be distributed to homeless shelters this week.

211 She stated that January push will be for pantry packs for the food banks. She stated that they are  
212 delivered to the title one schools on Fridays. She distributed the newsletter which itemizes what is needed  
213 for the pantry packs. Council Member Parkinson thanked Ms. Miller for her work, noting that the pantry  
214 packs were very important. She stated that they make a huge difference.

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217 **9. NEW BUSINESS**

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219 **9.1 PRESENTATION: PRESENTATION TO COUNCIL MEMBER SCOTT BARKER**  
220 **FOR HIS YEARS OF SERVICE**

221 Mayor Allen presented a plaque to Council Member Scott Barker for his years of service on the Planning  
222 Commission as well as City Council. He presented the plaque to Council Member Barker during the  
223 work session.

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225 **9.2 MOTION/RESOLUTION 24-01: RESOLUTION AMENDING THE FISCAL**  
226 **YEAR 2023-2024 BUDGET**

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**Motion by Council Member Christiansen**

**Seconded by Council Member West**

**To approve Resolution 24-01 Amending the Fiscal**

**Year 2023-2024 Budget**

**Approved unanimously (5-0)**

**Roll Call Vote**

235 **9.3 MOTION/ORDINANCE 24-01: AMENDMENT TO THE WATER EFFICIENT**  
236 **LANDSCAPE CODE, CHAPTER 13.10 OF THE MUNICIPAL CODE**

237 Seaman presented to Council, noting that the amendment is to align us with state law requirements to  
238 participate in the “flip the strip” program. He stated that the text amendment states that new landscaping  
239 that is under 8 feet cannot be turf. Anything over 8 feet can be grass. He stated that a challenge may be  
240 enforcement, however, he noted that this can be managed and monitored during the planning and  
241 development phase. Seaman stated that this will only effect old developments if they participate in the  
242 “flip the strip” program. Seaman stated that concrete strips have been dealt with administratively in the  
243 past for right of way easement issues. He stated that it may be a conversation with  
244 our Public Works Director for future processes.

245 Seaman stated that we have addressed park strip issues with new development coming into the city,  
246 noting that various options have been used to push away from park strips.

247 Seaman stated that we do not require a permit for residents to change their front yard.

248  
249 **Motion by Council Member Parkinson**  
250 **Seconded by Council Member Zishan**  
251 **To approved Ordinance 24-01 amending**  
252 **The Water Efficient Landscape Code**  
253 **Approved unanimously (5-0)**  
254 **Roll Call Vote**  
255

256 **9.4 DISCUSSION/ACTION: BUSINESS LICENSE FOR NON-CONFORMING DUPLEXES**

257 Hanson stated that there challenges with property owners renting duplexes with upstairs/downstairs  
258 apartments. He stated that it is hard to determine if someone is renting  
259 Upstairs/basement apartments. He stated that the problem that we are having are with property owners  
260 who do not live in the property. He stated that some residents are renting upstairs and downstairs and  
261 coming in to get business licenses for both rentals. Hanson stated that if we allow a landlord to receive a  
262 business license, there is an assumption that they can legally rent both areas of their single family home.  
263 Hanson stated that we have found units doing this by noticing their advertising for rentals in the city.

264  
265 Bill Morris, Tyler Seaman, and Heidi Gerritsen spoke to Council concerning the topic.

266 Morris stated that there are designated zones in the city. He stated that single family units are zoned for  
267 single families. He stated that single dwelling auxiliary units are legal within the city when the owner is  
268 living in the home. It is legal for them to live upstairs and rent their basement units if they live in the  
269 home. Morris stated that residents have been calling saying that their neighbors are renters and there are  
270 other renters living in the basement, which is illegal in the city at this time. Morris stated that Council  
271 should think about this topic and if they want to allow duplexes in certain areas that are zoned for single  
272 family homes.

273 Morris stated that if Council would like to change policy, public hearings will be held and the ordinance  
274 may be changed.

275 Morris stated that Gerritsen cannot legally issue business licenses to the non-conforming duplex rentals.  
276 Morris stated that the policy makers need to decide on this issue and if they would like to change the city  
277 ordinance.

278 Gerritsen stated that there may be more than 30 applications for this type of rental. Gerritsen stated that  
279 these are mostly long term rentals. Seaman stated that ordinance states that short term rentals are illegal if  
280 the owner lives in the home. He stated that it must be a single family home.

281 Seaman stated that this is becoming a big deal and is already happening. He stated that the issue is how to  
282 control it and make it safe and valuable for the entire city. Mayor Allen stated that this is creating a  
283 parking situation. Mayor Allen noted that we have a “family exemption”, and asked if this was legal.

284 Morris stated that we cannot discriminate against family members living in the homes. Morris stated that  
285 it must be an immediate family member living in the home. It is illegal to rent a six rooms in a home to  
286 non-family members. Seaman stated that it is common in all cities to have single family homes,  
287 multi-family homes, and commercial homes separated out through zones.  
288

289 Morris stated that Council should be considering a single family home where the owner does not live in  
290 the home and are renting out the upstairs as well as the downstairs.

291 Morris stated that we typically look into the duplexes based on neighbor complaints.

292 Mayor Allen stated that we are looking to have owner occupied homes.  
293

294 Council Member Zishan asked if this is an issue that could go out to a citizen survey. Hanson stated that  
295 Council is elected to consider the law and consider what is best for the community. He stated that  
296 Council may lose their opportunity to govern if we start governing policy by survey. Hanson stated that  
297 Council will make decisions as to how to best govern the city. He stated that residents may not always  
298 have the background information to make informed decisions.  
299

300 Morris stated that the Planning Commission has jurisdiction over land use. The Planning Commission  
301 will hold a public hearing concerning the issue.  
302

#### 303 **9.5 TRAINING: OPEN MEETINGS ACT**

304 City Attorney Bill Morris presented the mandatory trainings to the Council and Planning  
305 Commissioners.  
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#### 307 **9.6 TRAINING: DISCRIMINATION AND SEXUAL HARRASSMENT**

308 City Attorney Bill Morris presented the mandatory trainings to the Council and Planning  
309 Commissioners.  
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#### 311 **9.7 TRAINING: ETHICAL BEHAVIOR TRAINING**

312 City Attorney Bill Morris presented the mandatory trainings to the Council and Planning  
313 Commissioners.  
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#### 315 **9.8 DISCUSSION/ACTION: WEBER HUMAN SERVICES TERMINATION OF 316 INTERLOCAL AGREEMENT FOR SENIOR CENTER ACTIVITIES**

317 Hanson stated that Weber Human Services has notified the City that as of June 30, 2024, they will no  
318 longer be providing senior services for the Washington Terrace Senior Center as it currently is provided.  
319 Hanson stated that it was recommended that a sub-committee be established to determine how the senior  
320 centers should be continued. Hanson stated that services may not be provided at the funding level it  
321 currently is operating. Hanson stated that it is his understanding that a county organization is to provide  
322 senior services. Hanson stated that to protect our interests and protect our seniors, he feels that he and the  
323 Mayor, and possibly the Finance Director, be present on the sub-committee.

324 Hanson stated that we built the facility, maintain the facility, and provide water and other services to help  
325 the county run their program through our center. Hanson stated that it not only serves our residents, but  
326 seniors from around the county. Hanson stated that if they pull their funding to the level that is expected,  
327 it would be at a part time employee. Hanson stated that we do not have the capacity to manage the  
328 program. He stated that we have limits on what we can financially provide. Hanson stated that it will  
329 come down to Council to decide on the policy on how to manage seniors.

330 Hanson stated that he and the Mayor will be, and have been, in discussions with Weber Human Services.  
331 Hanson stated that this will be brought back to Council for more clarity and clear direction. Hanson  
332 stated that adding another program to our system will be “taxing” to our community.

333 Hanson stated that he appreciates the work that they do, and we will continue to support them for years to  
334 come. At this time however, we do not have the capacity to do their job for them.  
335 Mayor Allen stated that he is waiting for the organization of the sub-committee, and will nominate  
336 himself, Hanson, and Garrett to be on the committee.

337  
338 Council Member West stated that he would like more information on the fiscal impact. He asked if we  
339 could open up the facility for rentals as a consideration for funding sources. Hanson stated that we have  
340 learned from past experiences, that if the facility is rented out that we need to have an employee there at  
341 all times to deter damage to the facility.

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343 **9.9 MOTION: NOMINATION AND ELECTION OF MAYOR PRO TEMPE**

344 Rodriguez explained that Council may nominate and elect a mayor pro tempe to preside over meetings if  
345 the Mayor is absent, unable, or refuses to act in the capacity of mayor. The Mayor pro tempe does have a  
346 vote as Council Member, but cannot vote again as Mayor in cases of tie-breakers. Rodriguez stated that  
347 the current Mayor pro tempe is Council Member West.

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349 **Motion by Council Member Parkinson**  
350 **Seconded by Council Member Zishan**  
351 **To nominate and elect Council Member Jeff West**  
352 **To serve as Mayor pro-tempe**  
353 **Approved unanimously (5-0)**

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355 **10. COUNCIL COMMUNICATION WITH STAFF**

356 Council Member West asked about any updates on the storage facility property on 5000 South and 350  
357 East. Hanson stated that the project has stopped.

358  
359 Council Member Christiansen welcomed the new Council Members. She stated that she would like to  
360 thank Meibos and Mathews on their 300 West Presentation earlier in the evening.

361  
362 Council Member Zishan asked if there are financial budget updates. Hanson stated that there are quarterly  
363 reports covering the subject.

364  
365 Council Member Parkinson wanted to express her thanks for the training that the new Council has  
366 received.

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369 **11. ADMINISTRATION REPORTS**

370  
371 There were no reports.

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373 **12. UPCOMING EVENTS**

374 **January 15<sup>th</sup> : City Offices closed in observance for Martin Luther King Jr.**  
375 **January 16<sup>th</sup> : City Council work Session 5:00 p.m.**  
376 **January 16<sup>th</sup> : City Council Meeting 6:00 p.m.**  
377 **January 25<sup>th</sup> : Planning Commission Meeting 6:00 p.m.**

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

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**Motion by Council Member West  
Seconded by Council Member Parkinson  
To adjourn the meeting  
Approved unanimously (5-0)  
Time: 8:35 p.m.**

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**Date Approved**

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**City Recorder**

- 14. ADJOURN INTO REDEVELOPMENT AGENCY MEETING; The RDA meeting began immediately following the regular meeting**