

City of Washington Terrace

Minutes of a Regular City Council meeting Held on January 16, 2024 City Hall, 5249 South 400 East, Washington Terrace City, Utah

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 Manager Tom Hanson
City Recorder Amy Rodriguez
Lt. Colby Ryan
Finance Director Shari' Garrett

Others Present

1. WORK SESSION

5:00 P.M.

Topics to include, but are not limited to:

- City Council Policy and Priorities Review

Mayor Allen, Council Members Christiansen and West, presented the Council Policy and Priorities to the newly elected Council Members.

Council Member West noted that they are all elected as Council at Large and that anything the Council does should reflect on the entire city, not just a section of the city.

Fiscal Responsibility

Hanson stated that our budget is a five year plan, noting that fiscal policies create an environment of strength. Mayor Allen stated that there is a fiduciary requirement to the residents.

Mayor Allen explained that we look at the capital needs of the city way ahead of time and it is up to the city to make sure that we have funding available when the need is present. Mayor Allen stated that we keep capital reserves so that we can cover our operations moving forward.

Mayor Allen stated that we try to maximize funding through grant opportunities. He stated that the city has received around 22 million since 2001. He stated that the property tax money that we have received during that time was 11.5 million. He noted that grants have been at the top of the priority list every year. Mayor Allen stated that our budget document is on our webpage, noting that it is easy to read.

Community and Economic Development

Council Member Christiansen stated that policy and priorities are what Council sets for staff to

accomplish.

Council Member Christiansen stated that staff is aware of what is out there and assesses the opportunities for commercial growth so that when a developer comes in to build, there is a streamline process in place to help the developer with their projects.

Council Member Christiansen stated that there is an awareness by the staff as to what is out there and what is best for the city and for the future, not just what looks good at this time. Hanson stated that we have limited capacity for growth, however, we have capacity for office buildings and invite them into the city. He stated that we don't have a lot to market as far as available project markets. Hanson stated that we work with the state economic development group, as well as county economic development groups. Council Member Christiansen stated that we tailor best practices to our city strengths. She stated that staff reviews the general plan so that we can have plans that are fiscally and structurally sustainable. Member Christiansen stated that the staff makes proactive efforts to make sure that the infrastructure can support new development in the future. She stated that one of the priorities is to encourage resilient development that promotes fiscal viability so that developments can support themselves.

Community Engagement

Council Member Christiansen stated that meaningful programming is recreation programs that benefit our community, noting that the recreation programs can provide outlets to children that otherwise may not have them. She stated that Council should be looking for innovative and meaningful volunteer engagement. She stated that the city can promote volunteer efforts, but it is more beneficial for the Council and Mayor to reach out to residents and encourage them to volunteer and help in community efforts and develop enthusiasm within the community.

Council Member Christiansen stated that we have a Master Parks Plan that helps with grant opportunities. She stated that this is a work that will be moving forward.

Operational Excellence

Council Member West stated that the why, what, and how of what we do is very important. He stated that planning helps us execute a project when it comes time to do the project. He stated that if there is not a plan, projects may meander. He stated that if there is a plan, there is a higher probability that we will be able to complete the project within the budget.

Council Member West stated that the city offers training opportunities for employees so that our staff can increase their skill sets to help staff, as well as the city. He stated that proper skills are important.

Council Member West stated that our biggest competition is turnover. He stated that there is a compensation study done yearly to keep staff within a competitive market wage. Council Member West stated that there are many factors to retain employees and we need to balance fiscal responsibility as well as provide an environment where employees want to stay, noting that compensation is not the only factor to keep employees. He stated that it costs a lot of money to hire and re-train an employee.

Hanson stated that Council should forward any suspicious emails or "phishing" emails to our computer IT.

Council Member West stated that Council should be careful not to divulge any confidential information on personal social media.

Community Safety

Council Member West stated that high level public safety should be provided at a sustainable price.

Council Member West stated that the Public Works Building is an emergency command center. He stated that this was strategic during the planning phase of the building construction. Council Member West stated that Public Works are part of our first responders. He stated that Council has to make sure that any changes that are being made are keeping in line with Council Policy and Priorities.

Mayor Allen spoke of City strengths: Frugal Mindset, Talented and committed employees, Desire to Serve, Clear Communication, Respectfulness.

He stated that some of the challenges are : Employee retention, Small staff size, Limited tax base, Perception of division, Generational differences, Need to improve unification. Mayor Allen stated that we need to remember that Council represents the entire city and to unify the city. He stated that some people still think there is a “north” and “south” side.

Mayor Allen stated that there are some challenges, but many opportunities.

Mayor Allen stated that legislative mandates and state laws are some of the “threats” that the city has no control over. He noted that other threats may be Unknown economic stability, Acts of God and the limited staff to respond. He spoke about the outreach and help from other cities during the tornado and windstorm events.

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Council Member Jill Christiansen
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
City Manager Tom Hanson
City Recorder Amy Rodriguez

Others Present

Amy Miller, Carey Seal

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

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF JANUARY 2, 2024, MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. **CITIZEN COMMENTS**

Mr. Carey Seal stated that he has a small contract with Golden West to plow the sidewalk. He stated that he has noticed that the plows go very fast down 5700 South, allowing the snow to be thrown on the park strip and on the sidewalk. He asked if Public Works could slow down when they plow that area and possibly stay a few feet behind so that the sidewalk does not get buried in snow and iced over.

7. **NEW BUSINESS**

7.1 DISCUSSION/MOTION: APPROVAL OF CITY CONTRIBUTION AMOUNT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Rodriguez stated that the project approved from the CIP plan for this year's application is the Rohmer Park Improvement Project, which consists of removal and reconstruction of the parking lot by the baseball fields and installment of new fencing. Rodriguez stated that the asphalt Remaining Service Life has expired. Rodriguez stated that the application is due by end of January and the rating and ranking process will begin at that time. Rodriguez stated that in order to maximize our points and ranking, the city will commit to a 38.5 percent match on the grant. The City will be applying for \$248,998 in CDBG funds, and the city match will be \$155,877.

Rodriguez stated that we will find out our ranking in late February or early March, and at that time we will go out for bid for the project. The project will begin no earlier than July, 2024.

Hanson stated that there is \$135,000 reserved in capital parks for this year and \$135,000 reserved for next fiscal year. Hanson stated that some grants may not show up in the budget marked for a project, noting that the funds will be moved over and made available once the grant is approved and we can begin the project. He stated that sometimes a budget adjustment is required to move the funds from reserves to the project for tracking.

Council Member West asked if we are still committed to funding \$155,877 if we do not receive the full amount of the funding for which we are asking. Rodriguez stated that if we do not receive the full funding, we can adjust our scope and lessen the project amount if needed. She stated that we would be responsible for a 38.5% match based on the funding we would receive.

**Motion by Council Member West
Seconded by Council Member Parkinson
To agree to commit the necessary funds we need to
Process the CDBG grant for \$155,877 or the 38.5%
Approved unanimously (5-0)**

8. COUNCIL COMMUNICATION WITH STAFF

Council Member Christiansen wanted to thank all of the Public Works plow drivers for all their work this past week, stating that she was really impressed that the plows were out every day making the roads clear, whether or not it was snowing. She stated that they did a great job on garbage day when the roads were really constricted. Council Member Christiansen stated that she was happy to see people out and helping people take care of their neighbors.

She stated that her neighbor had a great experience with Utility Billing staff when she came in with an issue with her account.

Council Member Zishan stated that he received feedback on our social media posts and the frequency of the posts. He stated that we are heading in the right direction, noting that information is being posted more frequently. He stated that he will often repost the information on the citizen's facebook page. He asked that we try to post as early as possible when we know in advance of water shut downs or work that is being done in the city. Hanson stated that we have a new process for social media posting and we try to post as soon as we know and when people can expect completion of the project.

Council Member Zishan stated that he has noticed that we do not have a big following on our facebook page, and suggested that we put something on the website or newsletter encouraging residents to follow our facebook page.

Council Member Parkinson stated that she is noticing people drilling in the roads and putting in piping and asked if that was our cable company. Hanson stated that Connex is running the conduit for the fiber optics throughout the city. He stated that All West Cable will begin within a few months.

She suggested that we contact Golden West to use their billboard sign to promote the open house meeting on January 23rd for residents concerning the 300 West Project.

Council Member West stated that a resident asked him about an unmarked fire truck he saw running red and white lights in the city. The resident was concerned that it was illegal to run red lights in an unmarked truck. Hanson stated that our fire trucks are marked, however, the Chief's Weber State vehicle

is unmarked. Council Member West suggested that we should look into the matter and make sure that unmarked vehicles can run red lights. Lt. Colby stated that emergency red lights are legal to run for fire, whether they are unmarked or marked. He stated that blue lights are designated for police.

Council Member Thomas stated that the snow plows did a phenomenal job and asked why the Fire Department was plowing on a four wheeler. Hanson stated that the Fire Department has been helping out the Public Works Department with snow removal on sidewalks as the Public Works team was busy plowing streets.

Mayor Allen stated that he appreciates the Public Works Crew and the work that they have done with the snow removal. Mayor Allen stated that he appreciates the work this year that the Sheriff's Office and Nish have done making sure the parked cars are off of the road, making it easier for the plows. Mayor Allen stated that there will be a public open house next week on the 300 West Project and asked if the fliers were given out. Council Member Christiansen stated that the link did not show the updates to the houses to which the fliers were delivered. Mayor Allen stated that the Weber Sheriff quarterly meeting will be held on January 30th.

9. ADMINISTRATION REPORTS

Hanson stated that there are new owners in one of the businesses in the "old central business district" RDA area.

Hanson stated that he also appreciates the Public Works Crew for their work.

10. UPCOMING EVENTS

- January 25th: Planning Commission Meeting 6:00p.m.**
- February 6th: City Council Work Session (5:00 p.m.) Council Meeting (6:00 p.m.)**
- February 19th : City Offices closed for President's Day**
- February 20th: City Council Work Session (5:00 p.m.) Council Meeting (6:00 p.m.)**
- February 29th: Planning Commission Meeting 6:00 p.m. LEAP YEAR!!!!**

11. ADJOURN THE MEETING: MAYOR ALLEN

**Motion by Council Member Thomas
Seconded by Council Member West
To adjourn the meeting
Approved unanimously (5-0)
Time: 6:51 p.m.**

Date Approved

City Recorder