



Regular City Council Meeting
Tuesday, March 19, 2024
City Hall Council Chambers
5249 South 400 East, Washington Terrace City
801-393-8681
www.washingtonterracecity.com

1. **WORK SESSION** **5:00 P.M.**
 - **Fire Department Terrace Capital Investment Plan (TCIP)**

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

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**
 - 5.1 APPROVAL OF AGENDA**

Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.

 - 5.2 APPROVAL OF FEBRUARY 20, 2024, MEETING MINUTES**

 - 5.3 MAYOR TO ASSIGN A COUNCIL MEMBER TO BE A PART OF THE EVALUATION TEAM TO REVIEW THE AUDIT RFP BIDS**

6. **CITIZEN COMMENTS**

This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes.

7. **NEW BUSINESS**

This agenda item consists of new items brought to Council for discussion or action.

 - 7.1 PRESENTATION: COMMUNITIES THAT CARE**

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283. CERTIFICATE OF POSTING :The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted on the Public Notice Website www.utah.gov/pmn/, The City website www.washingtonterracecity.com, City Hall located at 5249 South 400 East, and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

7.2 DISCUSSION/MOTION: APPROVAL OF DONATION TO THE BONNEVILLE PTSA FOR THE ANNUAL CELEBRATION PARTY FOR THE 2024 GRADUATING CLASS

The annual party is an alcohol free supervised party held for the graduating seniors.

7.3 MOTION: APPROVAL TO AWARD CONTRACT FOR THE ROAD MAINTENANCE CRACK SEAL PROJECT

Bids were opened on the Road Crack Seal Project on March 12, 2024. The award will be for a three-year contract.

7.4 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT

Presentation and update on activities within the Fire Department.

7.5 DISCUSSION/ACTION: URBAN CHICKENS WITHIN CITY LIMITS

8. COUNCIL COMMUNICATION WITH STAFF

This is a discussion item only. No final action will be taken.

9. ADMINISTRATION REPORTS

This is an opportunity for staff to address the Council pertaining to administrative items.

10. UPCOMING EVENTS

March 28th: Planning Commission Meeting (tentative) 6:00 p.m.

April 2nd: City Council Work Session (5:00 p.m.) and meeting (6:00 p.m.)

April 16th: Utah League of Cities and Towns Annual Conference : St. George

April 16th : Meeting tentatively cancelled

April 25th: Planning Commission Meeting (Tentative)

11. ADJOURN THE MEETING: MAYOR ALLEN

For more information on these agenda items, please visit our website at www.washingtonterracecity.com

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283. CERTIFICATE OF POSTING :The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted on the Public Notice Website www.utah.gov/pmn/, The City website www.washingtonterracecity.com, City Hall located at 5249 South 400 East, and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

1
2
3

City of Washington Terrace

4
5
6
7

Minutes of a Regular City Council meeting Held on February 20, 2024 City Hall, 5249 South 400 East, Washington Terrace City, Utah

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 City Manager Tom Hanson
16 City Recorder Amy Rodriguez
17 General Planner Tyler Seaman
18 Planning Commissioner Jacobson
19 Planning Commissioner Morgan
20 Planning Commissioner Henderson
21 Planning Commissioner Roper
22 Planning Commissioner Wilkins
23 Jethro Watson- Planning Commission Appointee

24
25 **Others Present**

26 Valerie Claussen (Planning Outpost), Fred Turner (audio) (Planning Outpost), Mike Lawrence
27
28
29

30 **1. WORK SESSION: Joint work session with members of the Planning Commission 5:00 PM**

31 Topics to include, but are not limited to:

- 32 • SB 174 “Local Land Use and Development Revisions
33

34 Hanson stated that there is state legislation (SB174) that will make changes to our subdivision code.
35 Claussen stated that developers did not like having different processes for different cities. Hanson stated
36 that the state funded Claussen and Turner to help make the changes to our code in compliance with state
37 law.
38 Claussen stated that SB174 changes the city processes to make it a technical review and not political. She
39 stated that the Council is completely out of the process for subdivisions. She stated that the City has a
40 Development Review Team in place already. This group does the technical review before it goes to
41 Planning Commission. The preliminary plat will have one review cycle. Within 15 days it will be
42 scheduled for Planning Commission. Claussen stated that the final plat will have three reviews for the
43 final plat. She stated that a preliminary plat has 15 business days to respond and 20 business days for the

44 final plat. The goal is to have a timely review with comments. She stated that the complete application
45 checklist will be formalized and codified. A complete application is a quantitative review, not qualitative
46 review.

47

48 Claussen stated that there is an appeal process if an application is incomplete and denied.

49 Claussen stated that the fee schedule needs to be reviewed to show a 50/50 split on the cost of engineer
50 reviews.

51

52 Claussen stated that the city can send a formal letter after three reviews stating that the application is
53 denied. The developer can ask for appeal, or ask to work with the city to continue to review their project.

54 Hanson stated that the developer pays the DRT fee when they come into the review. Seaman stated that
55 the developers pay up front for the DRT meeting. Claussen stated that sketch plans can be optional, but
56 are not required for formal application. Hanson stated that we have seen people ask for a DRT and the
57 developer is not prepared. He asked if we are limited in asking for another fee for another DRT.

58 Claussen stated that before it goes to DRT, the application requirements must be met and completed. She
59 stated that the city can charge for a pre-application, but pre-applications cannot be required.

60 Seaman stated that he is working on creating a "gatekeeper" program to fill out the application before
61 they can be reviewed. He stated that the city needs to implement a program where we give developer's a
62 complete checklist and they would not be able to submit an application until it is completed and that
63 would start the timeclock on the process.

64

65 Seaman stated that it is important that a preliminary review needs to be completed before it goes before
66 the DRT. Claussen stated that zoning is not subject to these provisions. She stated that there are zoning
67 issues that may come into play. She stated that public improvements control is still retained by the City
68 Council, along with acceptance of the public improvements. Hanson stated that that falls within the
69 construction standards of the city.

70

71 Claussen stated that the easiest way to administer this ordinance is to have the subdivision ordinance
72 apply to residential and commercial properties.

73

74 Seaman stated that the goal of the State Law is to standardize the process.

75 Chairman Jacobson stated that he is concerned on the time frames if Seaman is out for the 15 day review
76 time period required by ordinance. Hanson stated that we may have to get creative if needed. Hanson

77 stated that it is an administrative meeting. Seaman stated that it is a concern, but stated that he doesn't
78 believe it is an issue. He stated that the majority of the time, it is an outside engineer that is holding up
79 the process. Seaman stated that there is a software that will allow all the notes from the DRT team to be
80 seen by the entire team. Seaman stated that the city clock doesn't start until the checklist is completed.

81 Seaman stated that plan reviews have a similar requirement currently.

82 Claussen stated that policy will need to be set as to when the deadline clock will start.

83

84 Seaman stated that the application process will be on the budget fee schedule.

85

86

87

88

89

90

91

92

93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137

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
Parks and Recreation Director Carlos Grava
Lt. Colby Ryan, Weber County Sheriff

Others Present

Mike Lawrence, Steve Jacobson, Matt Roper, Jethro Watson, Parker Mecham

6:00 P.M.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

5.1 APPROVAL OF AGENDA

5.2 APPROVAL OF FEBRUARY 6, 2024, MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. CITIZEN COMMENTS

Bonneville High School students Fara Bowthorpe and Lily Smith, representing the Student Body Council stated that they are planning their senior graduation party. They stated that the party will be held at the Junction. It is a drug and alcohol free party that is chaperoned so that the seniors have a safe environment to go to after graduation. They asked for Council support in funding the party. Smith stated that they appreciate the help the Council has given in the past. Hanson stated that the student council has helped in the past with the Easter Egg hunt. They stated that they would be happy to help. The item will appear on a future agenda.

7. NEW BUSINESS

71. MOTION: APPOINTMENT OF PLANNING COMMISSIONERS

Mayor Allen re-appointed Commissioners Steve Jacobson and Matt Roper to serve another four year term. He stated that he reviewed applications received for the vacant position and interviewed the applicants. Council Member Zishan asked that the Commissioners introduce themselves. Chairman Jacobson stated that he wanted to get involved in the Commission so that he can give input to the Council who makes the decisions. Commissioner Roper stated that he grew up in the City, and felt

138 that he wanted to make a difference in the City and have a voice and contribute. Mayor Allen thanked
139 them for their service.

140

141 **Motion by Council Member Zishan**

142 **Seconded by Council Member Thomas**

143 **To re-appoint Commissioners Jacobson and Roper to the**

144 **Planning Commission for a four year term**

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

146

147 Mayor Allen stated that he reviewed applications and interviewed applicants. He stated that he would like
148 to appoint Jethro Dee Watson to the Commission with Council consent. Watson stated that he wanted to
149 be involved in the Planning Commission to give input and advice to the Council.

150

151 **Motion by Council Member Parkinson**

152 **Seconded by Council Member Thomas**

153 **To approve the Mayor's appointment of Jethro Dee Watson to serve as**

154 **Planning Commissioner**

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

156

157

158 **7.2 DISCUSSION/MOTION: APPROVAL OF THE PARK'S TERRACE CAPITAL**
159 **INVESTMENT PROJECTS (TCIP)**

160 Grava stated that the projects have been discussed for over a year, with a work session held at the last
161 meeting. He stated that approval of the TCIP plan will move the process along through the budget
162 process so that the projects can continue. Council Member Parkinson stated that she loves the fact that we
163 have a projection for projects. She stated that she appreciates that she can look confidently at the projects
164 that are being proposed. She stated that she appreciates all the work that has gone into the TCIP by staff
165 and the Council.

166

167 **Motion by Council Member West**

168 **Seconded by Council Member Parkinson**

169 **To approve the Terrace Capital Investment Projects for Parks**

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

171

172 **7.3 MOTION: APPROVAL TO AWARD CONSTRUCTION CONTRACT FOR THE**
173 **4525 SOUTH TRENCHLESS SEWER REHABILITATION PROJECT**

174 Hanson stated that the project is located on 4525 South between 300 East and 250 East. He showed video
175 of the process and a video of the current sewer line and explained the repairs needed. He stated that the
176 sewer pipe is showing significant cracking that could lead to pipe failure. He stated that there is a log of
177 the concrete pipe and how it has changed over time. Hanson stated that he is not sure, but believes that
178 the liner will last for at least 20 years. He stated that a second liner will be able to be installed at a later
179 time if needed.

180 Hanson stated that the bid were opened and would like the contract to be awarded to C&L Water
181 Solutions for \$50,764, with the total project cost at \$55,840. Mayor Allen stated that this keeps the sewer
182 line from clogging. He stated that Central Weber Sewer is doing a similar project for 50 miles. He stated
183 that it also takes care of the infiltration of ground water into the sewer line. He stated that it helps the
184 customer as well as the sewer treatment plant. Hanson stated that we have a cleaning and inspection
185 schedule for sewer line maintenance. Hanson stated that we use a pro-active approach to our
186 infrastructure and utilities. He stated that the evaluations help guide projects that need to come before
187 Council. Hanson stated that this project will be paid for through utilities fees that are restricted to sewer
188 funds.

189
190 **Motion by Council Member Christiansen**
191 **Seconded by Council Member West**
192 **To award the construction contract**
193 **For the 4525 South Trenchless Sewer Rehabilitation Project**
194 **To C&L Water Solutions**
195 **For \$55,840**
196 **Approved unanimously (5-0)**
197

198 **7.4 DISCUSSION/ACTION: FUTURE OF WEBER MORGAN HEALTH DEPARTMENT**
199 **SENIOR PROGRAMMING**

200 Hanson stated that the Weber Morgan Health Department rescinded the termination of senior programs in
201 the City. He stated that they felt it was in the best interest of the senior programs to continue within the
202 City. Hanson stated that Weber Human Services had told the City that they were going to stop service for
203 the senior programs in the county. Hanson stated that they want to shift the responsibility and funding of
204 services to the cities instead of the county.

205 Hanson stated that we provide the building and infrastructure, while the county provides the services.
206 Hanson stated that the challenge with shifting the responsibility to the City is that we do not have the
207 manpower or expertise to manage senior programming.

208 Mayor Allen stated that Weber Human Services are providing one full time person, and three part time
209 employees, for an estimated total of \$79,000. He stated that they came out with 3 proposals today. He
210 stated that they want to shift to 4 part time employees. Mayor Allen stated that if we want to continue the
211 services as is, we would have to make up funding and bring on employees. Hanson stated that Weber
212 Human Services would manage the grant for the program that is being run by the City.

213 Hanson stated that there is a proposal where they would provide one program. Hanson stated that we are
214 recommended that they provide one service for five days a week for six hours a day.

215 Hanson stated that the city will struggle with capacity to manage the programs. Hanson stated that the
216 city will be responsible as to what to do with senior programming if the funding runs out.

217 Hanson stated that if Weber Human Services decides to end the aging/senior programming, that would be
218 the decision Weber Human Services make, and not the Council.

219 Hanson stated that the City believes that the county could do a modest tax increase to raise the funds for
220 the programs. Hanson stated that we do not have the tax base to raise funds for the program and a
221 considerable challenge to take this on.

222 Mayor Allen stated that Weber Human Services for their 10 senior centers in Weber County is \$241,000.

223 He stated that it would cost the city a lot more to raise the funds through property taxes. Mayor Allen
224 stated that he is meeting with two of the Commissioners to see what their feelings are on the subject. He
225 stated that he will speak to the Mayors of the cities affected before he meets with the Commissioners.
226 Hanson stated that we are submitting a proposal that they provide continued support to sustain the
227 programs. He stated that the payment of services would be equal across the board. He stated that cities
228 can opt out if they wanted. He stated that senior services is a program provided by the county for the
229 senior services.

230
231 Hanson stated that it is not just Washington Terrace residents who visit and use the services at the center.
232 Council Member Christiansen stated that the proposal is very clear that it is a County service, but is
233 concerned that they have not managed it very well and asked if there is any confidence that they will
234 make a change so that it is sustainable moving forward.

235 Council Member West asked what we can put in our proposal to hold the County responsible for
236 providing quality services.

237 Mayor Allen stated that we will work on this issue until it is resolved.

238

239 **8. COUNCIL COMMUNICATION WITH STAFF**

240

241 Council Member Christiansen asked if there are any projects for teens to accomplish. Hanson stated that
242 they can reach out to Grava for project ideas. She also stated that she received complaints from residents
243 who are tired of walking through dog mess within the parks and city. Hanson stated that there will be a
244 newsletter article concerning this topic in the March newsletter.

245 Council Member Christiansen stated that there is a town hall meeting for Congressman Moore tomorrow
246 at Weber State Education Building and asked if it could be posted on the City Website.

247

248 Council Member Parkinson stated that there is a pothole on Adams Avenue and asked if it was a city
249 street or state street. Hanson stated that he is unsure, but will get it fixed.

250 Council Member Parkinson asked who does all the planning for Terrace Days. Hanson stated that it is
251 mainly Carlos Grava and welcomes any help from the Council.

252

253 Council Member Thomas asked if there are any plans for movies in the park or a farmers market this
254 summer. Hanson stated that the licenses for the movies are \$500.00 each. He stated that we do hold them
255 at Terrace Days. Council Member West stated that this could be a good opportunity for business to
256 sponsor movies in the park. Hanson stated that we do not have the best capacity to hold the movies in the
257 park, as we would need to have staff involved. He stated that we would need staff capacity. Council
258 Member Zishan stated that Plain City has local farmers markets and they have really good products. He
259 stated that they also have a website to order local home-grown products. He stated that Ogden City also
260 holds farmers markets as well.

261

262 **9. ADMINISTRATION REPORTS**

263 Hanson stated that staff is looking at ways to post information on our website concerning potholes or
264 problems within the city.

265 Hanson stated that he has received a proposal for video streaming in the Council chambers and it will be
266 part of the budget process.

267

268

269 **10. UPCOMING EVENTS**

270 February 29th: Planning Commission Meeting 6:00 p.m. LEAP YEAR!!!!
271 March 5th: City Council Work Session (5:00p.m.) and Meeting (6:00p.m.)
272 March 19th: City Council Work Session (5:00p.m.) and Meeting (6:00 p.m.)
273 March 28th: Planning Commission Meeting (tentative) 6:00 p.m.

274

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

276

277

278

279

280

281

282

283

284

285

**Motion by Council Member West
Seconded by Council Member Thomas
To adjourn the meeting
Approved unanimously (5-0)
Time: 7:30 p.m.**

Date approved

City Recorder



To Whom it May Concern,
Bonneville High School PTSA is in the process of planning a party to celebrate the upcoming graduation of the 2024 Senior Class. The Graduation Party will be held at **The Junction** and provides our students with a **safe, drug and alcohol-free activity** on the evening of their graduation. It is a time where the students can be together and make memories as they close the chapter on their high school experiences.

In order to provide the students this opportunity to celebrate their high school successes, we need support from our local communities. Your tax-deductible donation of money, services, prizes, etc. will help the PTSA provide a wonderful event for our 2024 Seniors.

Please consider a donation for our 2024 class. Any donation big or small will add to the success of this activity and help to send our 2024 Seniors off to make the world even more awesome!

We respectfully ask that any donations be returned to Bonneville High School by May 5, 2024—checks made out to “Bonneville PTSA/graduation party” Or please feel free to donate online at:

<https://bonnevillehs.memberhub.com/store>

If donations need to be picked up please contact Co-chairs:

- Holly Smith (801)-710-0772
- Stephanie Howell (801)-814-1262
- Kristen Hall (801) 540-2552

Thank you!!!

City Council Staff Report

Author: Jake Meibos

Subject: Street Maintenance Crack Seal contract

Date: 3/19/2024

Type of Item: Discussion / Approval



Summary Recommendation:

Description:

- A. **Topic:** Award a 3-year contract agreement for street maintenance Crack Seal.
- B. **Background:** Each year Crack Sealing is part of the street maintenance projects. The ideal time to Crack Seal is in the early spring or late fall when the cracks in the roads are the widest. Exposed cracks allow water to seep through and contaminate the subgrade and weaken the structure of the road. Crack sealing is a relatively inexpensive maintenance treatment and can increase the RSL by 2-3 yrs. depending on the current road condition.
- C. **Analysis:** Staff is proposing a 3-year contract for the annual crack seal street maintenance projects. Bids are based on a per ton amount. The benefits to having a designated contractor is that we can schedule the crack seal projects in advance without having to include the rest of the road projects or going out to bid separately. A multiyear contract will also ensure consistent pricing for planning and budgeting for the term of the contract.

Scope of work:

- Furnish and install crack seal material according to city standards and specifications.
- Determine the quantity of sealant material per street based on the map provided by the City.
- Crack sealing shall consist of all preparation work necessary for the proper application of the crack seal material such as cleaning, removing foreign matter, vegetation, and loose particles.

D: Fiscal Impact:

Traditionally, staff has determined by previous years and street analysts that approximately \$20,000 each year for crack seal maintenance and had found that amount to be sufficient to properly maintain cracks in the roads. Due to inflation of labor and material cost staff recommend increasing the annual crack seal amount to \$30,000.

Project Funding Source:

Class B-C road funds are used to maintain all related street maintenance projects. The recommend amount is with in the current street maintenance budget.

- D. **Department Review:** City Manager, Public Works, and Jones & Associates
- E. **Alternatives:** The alternative is to include the annual Crack Seal projects as part of the Street Maintenance projects each year and receive bids on an annual basis.
- F. **Approve the Request:** A Request for Proposal was received by 8 contractors. Asphalt Preservations submitted low bid for the 3 yr. Crack Seal maintenance contract.

Staff is recommending that Council approves the 3-year Crack Seal Maintenance contract to **Asphalt Preservation** for the total project amount of **\$2,380 per ton** of crack seal material.

- G. **Continue the Item:** Delaying or Denying the contract will require the crack seal projects to be bid on each year that could affect the pricing and most importantly the timing and response to complete the project at the most effective time of the year.