

City of  
**WASHINGTON TERRACE**  
*Utah*

**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\*\*](http://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](http://www.washingtonterracecity.com)

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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/](http://www.utah.gov/pmn/), The City website [www.washingtonterracecity.com](http://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 28<sup>th</sup>: Planning Commission Meeting (tentative) 6:00 p.m.

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

April 16<sup>th</sup>: Utah League of Cities and Towns Annual Conference : St. George

April 16<sup>th</sup> : Meeting tentatively cancelled

April 25<sup>th</sup>: Planning Commission Meeting (Tentative)

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

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# 2 City of Washington Terrace

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4 Minutes of a Regular City Council meeting

5 Held on February 20, 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 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

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25 **Others Present**

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

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28

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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.

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96 Mayor Mark C. Allen  
97 Council Member Jill Christiansen  
98 Council Member Zunayid Z. Zishan  
99 Council Member Cheryl Parkinson  
100 Council Member Jeff West  
101 Council Member Michael Thomas  
102 City Manager Tom Hanson  
103 City Recorder Amy Rodriguez  
104 Parks and Recreation Director Carlos Grava  
105 Lt. Colby Ryan, Weber County Sheriff  
106

107 **Others Present**

108 Mike Lawrence, Steve Jacobson, Matt Roper, Jethro Watson, Parker Mecham  
109

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

111 3. **PLEDGE OF ALLEGIANCE**

112 4. **WELCOME**

113 5. **CONSENT ITEMS**

114 5.1 **APPROVAL OF AGENDA**

115 5.2 **APPROVAL OF FEBRUARY 6, 2024, MEETING MINUTES**

116 Items 5.1 and 5.2 were approved by general consent.  
117

118 6. **CITIZEN COMMENTS**

119 Bonneville High School students Thera Bolthart and Lily Smith, representing the Student Body Council  
120 stated that they are planning their senior graduation party. They stated that the party will be held at the  
121 Junction. It is a drug and alcohol free party that is chaperoned so that the seniors have a safe environment  
122 to go to after graduation. They asked for Council support in funding the party. Smith stated that they  
123 appreciate the help the Council has given in the past. Hanson stated that the student council has helped in  
124 the past with the Easter Egg hunt. They stated that they would be happy to help. The item will appear on  
125 a future agenda.  
126

127 7. **NEW BUSINESS**

128 71. **MOTION: APPOINTMENT OF PLANNING COMMISSIONERS**

129 Mayor Allen re-appointed Commissioners Steve Jacobson and Matt Roper to serve another four year  
130 term. He stated that he reviewed applications received for the vacant position and interviewed the  
131 applicants. Council Member Zishan asked that the Commissioners introduce themselves.  
132 Chairman Jacobson stated that he wanted to get involved in the Commission so that he can give input to  
133 the Council who makes the decisions. Commissioner Roper stated that he grew up in the City, and felt  
134

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.

## **Motion by Council Member Zishan**

## **Seconded by Council Member Thomas**

## To re-appoint Commissioners Jacobson and Roper to the

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

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

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.

## **Motion by Council Member Parkinson**

## **Seconded by Council Member Thomas**

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

## Planning Commissioner

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

## **7.2 DISCUSSION/MOTION: APPROVAL OF THE PARK'S TERRACE CAPITAL 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.

## **Motion by Council Member West**

## **Seconded by Council Member Parkinson**

## To approve the Terrace Capital Investment Projects for Parks

**Approved unanimously (5-0)**

## **7.3 MOTION: APPROVAL TO AWARD CONSTRUCTION CONTRACT FOR THE 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**

February 29<sup>th</sup>: Planning Commission Meeting 6:00 p.m. LEAP YEAR!!!!  
March 5<sup>th</sup>: City Council Work Session (5:00p.m.) and Meeting (6:00p.m.)  
March 19<sup>th</sup>: City Council Work Session (5:00p.m,) and Meeting (6:00 p.m.)  
March 28<sup>th</sup>: Planning Commission Meeting (tentative) 6:00 p.m.

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

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

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**Date approved**

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## 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.