

City of Washington Terrace

Minutes of a Regular City Council meeting

Held on July 2, 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
Storm Water Manager/GIS Tanon Mathews
Code Enforcement Officer Martin Nish
Public Works Director Jake Meibos
City Recorder Amy Rodriguez
City Manager Tom Hanson
Lt. Cowley- Weber Sheriff Department

Others Present

Ulis Gardiner, Amy Miller, Mike Lawrence

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

2. **PLEDGE OF ALLEGIANCE**

3. **WELCOME**

4. **CONSENT ITEMS**

4.1 **APPROVAL OF AGENDA**

Rodriguez stated that item 6.5 will need to be brought back to Council at the next meeting.

4.2 **APPROVAL OF JUNE 18, 2024, COUNCIL MEETING MINUTES**

Items 4.1 and 4.2 were approved by general consent.

5. **CITIZEN COMMENTS**

Amy Miller, representing the United Methodist Church, stated that the school supply campaign will end on July 14th. She stated that there is a new pastor at the Church. She stated that there are free activities for children on Tuesdays and Wednesdays.

Mike Lawrence stated that he is appalled as to how he has been treated by the city and the emails that have been exchanged between himself and staff.

CC Minutes 07-02-2024

6. NEW BUSINESS

6.1 PRESENTATION: CODE ENFORCEMENT UPDATE

Code Enforcement Martin Nish presented to Council on his processes prioritizing complaints and notices. He highlighted flyers that he puts on doors regarding winter parking and spring restoration.

He presented on violation types and areas in which they are concentrated. He stated that there have been over 265 complaints this year that he has been handling. He stated that most have complied, some have been given extensions, and others have gone through the court process.

Nish highlighted some of his cases this year. Some cases were safety cases, some nuisance, and others involved upkeep of property.

Mayor Allen asked if the heat map shown is available on the website. Nish stated that it has just been created and is not on the website yet. Council Member West stated that he has noticed lots that have improved within the city. Nish stated that he sends follow up thank you notes to residents who have made improvements on their property. Council Member West stated that he is available to help thank the residents as well. Council Member Parkinson thanked Nish for his efforts. She stated that she feels that his efforts are having a major impact on the “face-lift” of the city. She stated that she hopes that the Council and residents feel the same way and that they agree that it was a wise decision to create this position for the city. She stated that she appreciates his efforts.

Council Member Zishan stated that he sees concerns on facebook that residents have called and have not heard back on their complaints. He stated that it may be that the violations are being handled and are still in progress. He stated that it might be a good idea to post the procedures and priority guidelines as to how complaints and violations are tackled so that residents know that their complaints are not being ignored. He wants residents to know that they are being heard, but there are procedures that are being followed. Mayor Allen stated that residents need to get their complaints to the right department.

Council Member Parkinson stated that she appreciates Nish’s approach in working with the residents. She stated that he does not approach people in a punitive way.

Council Member Christiansen stated that she loves the fact that there is an outline with standard procedures for every type of complaint and that the guidelines are created and followed. She appreciates the efforts that she has seen by Nish regarding the way he works with people and his concern for individuals while making progress.

Council Member Allen stated that this is the most work put into code enforcement in years, due to the fact that Nish is part-time, and it is all that he does. He stated that he appreciates the fantastic job that he does. He stated that he has noticed that some of the younger families moving in are working out in the yards, making the home and neighborhood look a lot better.

6.2 PRESENTATION: DEMONSTRATION OF THE NON-EMERGENCY CITIZEN PROBLEM REPORTING SYSTEM

Hanson stated that staff has been looking for ways to streamline reports from residents concerning problem areas within the city. He stated that Mathews has put in a lot of work, and it highlights his capacity that Mathews has been putting in to help the city.

Mathews presented a live demonstration on the new non-emergency citizen problem reporting system that is on the City Websites. Citizens may report trip hazards, potholes, or broken sprinkler heads and the like. Mathews stated that it is a way for residents to interface with city staff to communicate infrastructure issues with staff daily. He stated that it is for non-emergency problems. He stated that it launched last week. He stated that it is under News and Announcements on the city webpage. He stated that the long-term place it will be found will be under the “I want to” tab. He stated that there will be a map that will update in real time so residents can see what has been reported and what has been completed. He stated that residents can click on the map and see if something has been reported. He stated that once there is a report, it is directly sent to city staff, saving time for staff. He stated that names of the residents completing the report is only accessible to city staff. He stated that the reporter will receive an email letting them know the report has been received and reviewed.

Mathews stated that code enforcement issues can be submitted on this site, and Nish will be notified of the report. He stated that this is another option for residents to report issues that are non-emergencies. Mathews stated that this can be accessed on a mobile device as well as a computer. He stated that pictures are not required but can be uploaded.

Council Member Zishan asked if a QR code would be available in parks and other public areas so that people can scan it from their phones and not have to go into the website. Mathews stated that is an option and is the most streamlined way to use this app. Mathews stated that we have the ability to grow and change the program as we go along and discover what the residents need. Council Member West likes the idea of the QR code and feels that getting the word out will be important. Council Member Christiansen thanked Mathews for his efforts, noting that this is a beautiful way to accomplish a council priority for more communication between residents, council and staff.

Hanson stated that there will be an article informing residents of the feature in the newsletter, as well as facebook and other avenues.

Council Member Christiansen asked if the different areas can be itemized in the initial article so that residents know what is considered non-emergency.

Council Member Thomas noted that he was able to bypass the map and post a second concern on an issue that has already been reported. Mathews noted that it is possible to have multiple entries on a complaint, however, the city is hoping that residents will self-regulate that and not post a second entry if they see that it has already been reported. He stated that the city can modify or put some blocks on the program if we see an abuse of over reporting so that multiple emails to staff will not be sent out on the same issue.

6.3 PRESENTATION: UPDATE ON ADVANCED METERING INFRASTRUCTURE INSTALLATION

Mathews updated council on the progress of the installation of the AMI metering system throughout the city. He stated that the installation has been in process for over a year. He stated that there are antennae on all the meters currently. He stated that the new AMI pings every four hours and the information is stored regularly. He stated that it has been helpful to the Utility Billing staff as they have the daily data available and can see what is happening in real time, rather than having to wait until the end of the month. He stated that residents will have access to their data through personal portals once the project is completed by 2025.

Mathews presented a map showing the progress of the antennae installation. He stated that the installation

is 77 percent complete. He stated that it is anticipated that all the meters will be changed out by end of October. He stated that once everything is running smoothly, the citizen portal will be launched with the help of Weber Basin Water.

6.4 DISCUSSION/MOTION: AWARD SANITARY SEWER CCTV INSPECTION SERVICE THREE-YEAR CONTRACT

Meibos stated that this is the second three-year contract for this service. He stated that the sewer inspections video the condition of the sewer, pipelines, infiltration, extraction, flow, and offers analysis.

Meibos stated that we received two bids for this service, one from Twin D and the other from an out-of-state firm.

He stated that Twin D is on our program and knows what we need and want from the video. He stated that they also review the inspection videos and give recommendations. He stated that Twin D held the contract before and are wonderful to work with. He stated that the information provided is very useful. Meibos stated that it has been helpful for prioritizing capital projects.

Meibos stated that we are currently budgeting \$15,000 a year for sewer inspections. He stated that Twin D proposed .52 per linear foot. He stated that this will allow us to do 29,000 linear feet a year. He stated that we will need a few more years to get through the entire city. Meibos stated that the previous contract was .40 per linear feet. He stated that the contractor is not interested in a five-year contract, as prices may change. Meibos stated that 90,000 linear feet of sewer lines have been completed at this time.

Mayor Allen stated that he has seen the program in-work. He stated that it is amazing to be able to see the sewer lines by house number. Meibos stated that this work is not available to do in house without spending a lot of money on equipment. Meibos stated that they start on one side of the city and follow the line to where it collects. He stated that priority areas are changing and that the video has been useful to prioritize capital projects. Meibos stated that they can assess the end of life and different conditions on piping. He stated that the video can show deterioration. Meibos stated that Twin D will give him a report and he will analyze the data to see what can be done.

Meibos gave a quick update on the 300 West Project and the Slurry Seal Road maintenance project. He stated that Morgan Pavement has been very responsive and concerned with issues that have been brought forward. He stated that they have been short-handed. He stated that Morgan Pavement has not accepted the application either and have come out this week to clean up areas that they can. Meibos stated that they will reheat the area and scrape it and put the cement down on the area. Meibos stated that Morgan Pavement is a very professional company and were very responsive to our concerns. Meibos stated that the slurry seal will extend the RSL of the roads by five to seven years. Council Member Parkinson stated that she appreciates that the company has been very responsive. She stated that she has received concerns from residents. Meibos stated that if there are any concerns to let him know.

Meibos stated that the 300 West Project is on schedule. He stated that he received a few calls from residents concerned about access to their homes. He stated that the contractor is very responsive to concerns. Meibos stated that the contract deadline is October 1st. Council Member Parkinson appreciates that the traffic flow has been fixed at the light and is appreciative of the response to resident concerns.

**Motion by Council Member West
Seconded by Council Member Christiansen**

**To award the three-year contract for
Sanitary Sewer CCTV inspection service
To Twin D
Approved unanimously (5-0)**

**6.5 DISCUSSION/MOTION: AWARD CONSTRUCTION CONTRACT FOR THE 2024
COMMUNITY DEVELOPMENT BLOCK GRANT ROHMER PARK
IMPROVEMENTS- PARKING LOT PROJECT**

Item 6.5 has been removed from the agenda.

**6.6 DISCUSSION: DISCUSSION ON THE IN-FILL ORDINANCE AND TEMPORARY
PAUSE PENDING ORDINANCE REVISIONS**

Hanson stated that we are in the process of re-writing some descriptive language concerning the definition of in-fill. He stated that the wording will include the descriptor “vacant lot”

He stated that he wanted Council to know that there is a pause on any further motion with infill until the language can be identified.

Council Member Zishan asked for an example of attempted abuse of the ordinance. Hanson stated that there has been an attempt to use it overlaying existing property that has functional buildings or structures on them. Hanson stated that the intent of infill is to fill in vacant property. Hanson stated that staff would like to clean up the language so that it removes all doubt as to what the word infill means. Hanson stated that the language in the ordinance is being tightened up for clarity.

7. COUNCIL COMMUNICATION WITH STAFF

Council Member Christiansen asked about the possibility to use the old fire station land for yard sales, stating that it is a great public space for things like that. She inquired if the city could have residents get a permit to use the space for a specific time frame for a specific event. Council Member Thomas suggested using a permit that the one residents use to rent the bowery with a refundable deposit. Council Member West suggested that we should look into what our legal obligation would be if there is an injury or incident on site if we allow usage through a permit. He stated that we should be aware of the liability on the property before we allow permits.

Mayor Allen stated that there was a recent Food Truck Vendor Carnival held at Little Rohmer that went to support homelessness. He stated that the city was not made aware of the event. Mayor Allen stated that Grava has to shut down the event because they needed a gathering permit from Weber County due to the size of the crowd. Mayor Allen stated that the city would have had to supply outhouses and wash stations because we didn’t know how many people would be involved in the event. Mayor Allen stated that renting that area is different than renting a bowery because it could be an event that we could not allow. He suggested having Grava research and see what the county would require for the event and from the city.

Hanson stated that if it was a community event, the city would have to manage it. He stated that that manpower capacity and resources would have to be considered. Hanson noted that 300 West is a very active street and is concerned about residents and children running out into the street. Council Member Zishan asked if there was a different park we can consider that is not as risky. Hanson stated that those types of events are looking for bumper numbers.

Council Member Zishan suggested that if we don’t have to take on liability, the city may be able to issue

permits with a deposit. He stated that the deposit can be returned if there are no issues with the property after the event. Hanson stated that he will look into the suggestions and follow up with Council.

Council Member Zishan asked for an update on the Urban Chicken Ordinance discussion that was held with the Planning Commission.

Council Member Thomas asked if we control the traffic informational sign on 300 West that says the road will be closed on 6/10/24. He suggested changing it to just letting the residents know of the road closure. Meibos stated that he will talk with the contractor and see if they have any concerns about changing the sign on the road closure.

Council Member Thomas mentioned that there are large trucks taking rubble from Roosevelt Elm. And rocks have been falling out on the roads, causing mess and some rock chips. He asked if we could let the contractors know of the issue and see if they could cover their load or have a smaller load so that rocks do not fall on the streets.

Council Member Thomas inquired about the non-smoking signs for the parks. Hanson stated that Grava will place an order with the county to have the signs made and posted. Hanson stated that he appreciates the efforts of Council Member Thomas in finding the sizing and options for what is allowed, noting that it is a great add to what we want to do within the parks. Council Member Thomas stated that the signs are free through Weber County.

Mayor Allen stated that the Sheriff's quarterly meeting will be held July 30th at 6:00 p.m. He stated that the meeting will be similar to the last one and encourages everyone to attend. It will be in the main building at the sheriff office.

8. ADMINISTRATION REPORTS

Hanson asked Council to respond to the budget survey that was sent out by the Finance Department. He stated that staff would love feedback as to what worked and what we can look at for next year.

Hanson stated that the Planning Commission met to discuss the Moderate-Income Housing Reports. He stated that the three goals were discussed. He stated that the overwhelming consent is that the Planning Commission will entertain a request for consideration for mixed-use development at the time of request. They did not feel that any area needed to be rezoned at this time.

Council Member Zishan stated that it sounds like we are being actively discouraging to any developer that might want to build a mixed used project. He stated that he does not like the idea of discouraging building middle to lower income homes. Council Member Zishan stated that he would hate for people not to have the opportunity to live in Washington Terrace or own their home.

Council Member Christiansen stated that she does not agree with the statement that we are actively discouraging. She stated that the city is taking a realistic approach as to what the citizens want as well as the needs of our current citizens and residents while being open to what could happen in the future.

Council Member Zishan asked if we could zone areas of our choice for consideration of Moderate-Income Housing. Hanson stated that there are only 8 lots available that could be rezoned at this time.

Hanson stated that we have a very strong showing in our Moderate-Income Housing stock. Hanson stated that we do the work for CDBG projects to lessen the burden on Moderate-Income Housing

residents. Hanson stated that the state is mandating that we complete three of the 27 requirements. He stated that if we do not, the city will be penalized by fines, dissolution of state funding, and loss of CDBG funding.

Hanson stated that the Urban Chicken Ordinance was discussed with the Planning Commission at the same meeting. Hanson stated that the Commission is reviewing a proposal for the ordinance to bring back to Council. Hanson noted that they were considering having the ordinance recommendation on the July Planning Commission agenda, however, the attendance will be low and asked for a full quorum to discuss and give recommendation on the ordinance. He stated that the ordinance will come before them in August. Hanson stated that a public hearing will be held at that meeting.

Hanson stated that he worked on the Mitigation Plan with Chief Peterson which has been submitted to the county.

Hanson stated that there is a lot going on behind the scenes and he appreciates the staff and their presentations to Council updating them on their progress.

9. UPCOMING EVENTS

July 4th: City Offices closed in observance of Independence Day

July 16th: City Council Meeting 6:00 p.m.

July 24th: City Offices closed in observance of Pioneer Day

July 25th : Planning Commission Meeting

Aug 6th: City Council Meeting 6:00 p.m.

10. ADJOURN THE MEETING

Motion by Council Member Parkinson

Seconded by Council Member Thomas

To adjourn the meeting

Approved unanimously (5-0)

Time: 7:55 p.m.

Date Approved

City Recorder