

City of Washington Terrace

Minutes of a Regular City Council meeting Held on September 17, 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 – absent
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
City Recorder Amy Rodriguez
City Manager Tom Hanson

Others Present

None

1. WORK SESSION

5:00 P.M.

Topics to include, but are not limited to:

- **Review and Update City-Wide Survey**

Hanson stated that he didn't think some of the questions from last year's survey were still relevant and wanted input from Council.

Council Member Parkinson stated that the survey is used to give a broader perspective from more residents as to what they would like to see happen within the City.

Mayor Allen stated that the survey hit heavy on Parks and Code Enforcement issues, and asked if this is a goal of Council. Council Member Parkinson stated that the survey can tell us if we are going in the direction that the residents asked for last year.

Hanson stated that we will be conducting a survey for at least five years and he wants to make sure that the survey is covering what the Council would like. Council Member Zishan stated that the goal of the survey is to see what is on people's mind and see where we can improve if necessary.

Mayor Allen stated that he would like direct questions such as "If you said parks are most important, would you support a tax increase to pay for parks?". Another example given by Council Member Thomas is "If you said code enforcement is important, are you willing to help your neighbors with clean up?"

Council Member Zishan stated that he feels that at this time the residents would like to have a safer city to live in as well as a cleaner city. He stated that that feels like a higher priority to him.

CC Minutes 09-17-24

46 Hanson stated that he would like the survey to go out soon so that the results can be addressed at the
47 November Council retreat. He stated that he would like to have some baseline questions that will always
48 be on the survey. Council Member Zishan would like to see other surveys completed that narrow down
49 specifics. He suggested a survey every 6 months if possible. He gave the example of a survey on safety
50 and security. He suggested having a question that depending on the answer, a drop box could come down
51 that would allow a specific written response.

52
53 Council Member West stated that the questions from last year that have a clear response do not need to be
54 on the survey this year, and suggested that questions that were answered could have a follow up question
55 asking “how are we doing?”. Council Member Zishan stated that there should be less questions. He stated
56 that when we receive actionable responses, the Council should try to take action.

57
58 Hanson stated that he feels that we can improve on that topic and use it as a “What’s right in Washington
59 Terrace?”, by letting residents know what was found in the survey and what the City has done to take
60 action. Council Member Thomas suggested monthly surveys with ten-twenty questions asking how we
61 have done since the last survey. Council Member Zishan suggested keeping surveys topic based so that we
62 can focus on a different topic. He suggested that the next quarter can have the question “ have you notice
63 any improvement since last quarter and what is your feedback”.

64
65 Council Member Thomas stated that Council Member Christiansen asked him to rely her comment that the
66 questions should reflect how citizens feel about City Planning and the Council and how they are doing.
67 She also asked to have questions that bring in citizen buy-in with what is happening within the city.

68
69 Hanson stated that we could keep the questions from last year and re-tweak some of the questions to
70 reflect what we have done since last year and find out how we have been doing.

71
72 Council Member West read through some of the questions, and noted that there are not any questions
73 concerning feedback from last year. He suggested having a question “ have you seen any improvement?”
74 and let them explain. He stated that the survey is to receive feedback as to how the Council is doing.

75
76 Council Member Parkison stated that the Council hears that safety has improved in the city through sheriff
77 reports and wondered if this is reflected in resident perception. She did note that safety is a personal
78 experience, and these answers may be biased. Mayor Allen stated that some see crime and reports on
79 social media and perceive that it is happening by them. Council Member West stated that we asked pointed
80 questions about communications. He suggested “ Do you know who to call in case of power outage?” “Do
81 you know who to call for water leak?” He stated that this is an opportunity for educating residents. Council
82 Member Zishan stated that this may be served best by having it on Facebook bi-weekly , or monthly in the
83 newsletter. Council Member Parkinson expanded on this thought and suggested a link to our website on
84 facebook so that people could click on the link and visit the website.

85
86 Council Member Thomas stated that we have so many different type of people in the city that use different
87 measures of communication. He stated that some would text, some would go on the website, some use
88 paper only. He suggested a question asking how people would like information disseminated. Council
89 Member Zishan stated that it may be additional costs for mass text. Hanson stated that Utility Billing does
90 a good job of data farming for Utility issues and notices.

Council Key Points for the 2024 survey

- Comparative to last year
- Short to the point, 20-25 questions max
- Yes or No concise questions
- Par down the Parks questions to two : Click on master plan, and what parks have you been to in the last 12 months, how would you rate our parks overall. Council Member Zishan stated that he feels that there are no actions to take on that question. Council Member Parkinson stated that we could get data as to where we could improve. Council Member Zishan stated that if there is nothing to do at a park, people will not go there.
- Only use question 14 for Code Enforcement because it gives options.
- Change verification information, as there were issues with the utility billing number. A suggestion could be a ten digit phone number. Hanson stated that we use utility billing for verification.
- The city spends X amount of money to send monthly bills, and ask if residents are willing to receive it digitally only to help on reducing costs. Council Member West stated that we should be upfront as to what we are thinking of doing.

136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181

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 Recorder Amy Rodriguez
City Manager Tom Hanson
Lt. Garth Cowley, Weber Sheriff Office

Others Present

Amy Miller

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 SEPTEMBER 3, 2024, COUNCIL MEETING MINUTES

Items 5.1 and 5.2 were approved by general consent.

6. CITIZEN COMMENTS

Amy Miller, representing the Methodist Church, stated that the community rummage sale will be held on the 26th and 27th of this month, noting that all proceeds go to next year's school supplies.

7. NEW BUSINESS

7.1 PRESENTATION: UTAH LEAGUE OF CITIES AND TOWNS ANNUAL CONVENTION RECAP

Mayor Allen stated that the annual Utah League of Cities and Towns convention was held the first week in September.

Council Member Parkinson stated that it was a worthwhile conference. She stated that Jim Craig was the keynote speaker. She quoted him as saying "Either you are creating the future, or you are living in the past". Council Member Parkinson stated that she attended an emergency communications system break-out training. She stated that we need to build our emergency preparedness plan in "blue skies time". She stated that using social media for communication would be to our best advantage. She stated that we should have a good evacuation process. Council Member Parkinson stated that we should have only one

Communications contact so that everyone has the same information in case of an event. She feels that we need to look at our plan again and be ready to update it and add to it.

Council Member Parkinson shared the four C's of Emergency Preparedness: Communication, Coordination, Cooperation and Collaboration.

Council Member West stated that there is a League of Cities and Towns at our local level, as well as a national League. He stated that there are people to support us while we manage opportunities and challenges within the city. He stated that it is a wonderful networking community. Council Member West stated that he spoke with other legislators from around the state, noting that it is good to know that we are not the only one's dealing with issues and challenges. Council Member West stated that he spoke with a woman from South Jordan concerning event planning. He stated that she said when planning events, we need to find our idea and use what is best. We need to lead with vision, and plan for prosperity.

Council Member Thomas stated that he attended events from Get Healthy Utah which has a lot of grants tied to them and we can utilize trails that we already have and can start to receive grant money by doing a few simple things. The grant money can help our parks and get our city healthier. He suggested everyone read "Anatomy of Peace". He stated that the class he took offered ways to work better with staff and citizens as well.

He suggested that Council should attend some of the staff meetings and be involved in what is going on within the city. He stated that it was recommended that we establish a Youth Council within the city to help with events.

Council Member Thomas stated that there was a lot of talk at the conference concerning housing issues.

Mayor Allen stated that there were a lot of good classes at this session. He stated that he attended a "How to run an effective meeting" and learned a few new ideas.

Mayor Allen stated that networking is a helpful resource at the conference. He stated that he attended a state legislative class and is very thankful that we have the League of Cities of Towns to help up through the legislative process. He stated that each legislator is required to sponsor at least three bills. He stated that there are 400 bills already and the ULCT has already started to review them to see what will affect us. He stated that he is grateful that we have the League to support towns and cities' interests.

7.2 MOTION/RESOLUTION 24-14: A RESOLUTION AMENDING THE POLICY AND PROCEDURES MANUAL

Rodriguez stated that from time to time, as laws change or policies are reviewed, changes to the City Employee Policy and Procedures manual will be brought before Council for consideration. She stated that most of the changes tonight are technical changes or clarifications on existing Policies.

Rodriguez stated that the Leaves of Absence section added clarification to the Leave Without Pay Parameters making it clear that the leave will only be considered once all other leave has been used. Another clarification concerned that holiday benefits will be prorated and administered the same that other benefits are prorated in proportion to the number of hours worked.

Rodriguez stated that it was suggested by the city's insurance to include a backing policy to our driving policy.

Rodriguez stated that we were required by state law to include a sex-based privacy compliance Plan. The plan has been included in our Policy Manual because we are required to inform all employees of the plan and their responsibilities. Employees are required to report any complaint that they receive concerning criminal conduct in public facilities “sex-designated privacy areas”. The legislation also outlines requirements for any new public facility construction, specifically building single stall restrooms, and possibly remodeling existing facilities to accommodate privacy Protections.

**Motion by Council Member Parkinson
Seconded by Council Member Christiansen
To approve Resolution 24-14
Amending the Policy and Procedures Manual
Approved unanimously (5-0)
Roll Call vote**

8. COUNCIL COMMUNICATION WITH STAFF

Council Member Zishan stated that he received calls that residents are upset that the portable restrooms have been taken away because of one incident. He stated that people were appreciative of the portable restrooms.

Council Member Parkinson stated that she believes there was value in taking the restrooms out, but loves that people have been using them and appreciating them. Hanson stated that they were taken away so that the city would not have to buy other restrooms if the same happened to them. Council Member Parkinson appreciated the follow-up to the situation. She expressed her thanks to the Fire Department for their quick response and investigation into the event.

Council Member Parkinson asked if there are any updates on the 5700 South issue concerning park cars and trailers. Hanson stated that he is working with the prosecutor and code enforcement officer on an ordinance so that we would be able to enforce and prosecute violators.

Hanson stated that the code would encompass the entire city, not just 5700 South. He stated that there are many situations throughout the city that deal with the same situation. He stated that box trailer environments are narrowing some streets down to one lane, which causes safety issues.

Council Member Parkinson stated that there are concerns regarding visibility as well, not just optics.

Council Member Thomas stated that he too heard from upset residents concerning the removal of the temporary restrooms and they hope that this doesn’t mean we won’t use them again next year. Mayor Allen stated that they were taken out because we were afraid it would become a serial occurrence or inspire copycats.

9. ADMINISTRATION REPORTS

Hanson stated that the last level of asphalt on 300 West should be laid this week and should be completed by the end of next week.

Hanson stated that a very short clip of the suspects who started the restroom fire was posted on facebook.

Hanson stated that the community helped identify who they are and they were identified and located within two hours. The City/County prosecutor will determine as to where the charges will land. They will be prosecuted as adults. Hanson stated that the clip did not include the fire itself, as this is for the court to review and see. Hanson stated that the flames were not noticed until they were in full force. Hanson stated that we will be working on restitution for the cost of the porta-john that was lost. Council Member West stated that the cameras in place gave us the opportunity to identify and find the suspects. Hanson stated that people should assume no privacy in a public space.

10. UPCOMING EVENTS

Sept. 26th : Planning Commission Meeting (tentative)
Oct. 1st : City Council Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)
Oct. 14th: City Offices closed in Observance of Indigenous Peoples/Columbus Day Holiday
Oct. 15th: City Council Meeting (6:00) p.m.
Oct. 24th: Planning Commission meeting (Tentative)

11. MOTION: ADJOURN INTO CLOSED SESSION

**Motion by Council Member Thomas
Seconded by Council Member West
To adjourn into a closed session
Approved unanimously (5-0)
Roll Call Vote
Time: 6:52 p.m.**

The Council adjourned into closed session to discuss:
○ Discussion regarding deployment of security personnel, devices, or systems

12. ADJOURN THE MEETING- MAYOR ALLEN

**Motion by Council Member West
Seconded by Council Member Zishan
To adjourn the closed session and meeting
Approved unanimously (5-0)
Time: 7:33 p.m.**

Date Approved

City Recorder