

City of  
**WASHINGTON TERRACE**  
*Utah*

**Regular City Council Meeting**

**Tuesday, December 2, 2025**

**5249 South 400 East**

**Washington Terrace, UT 84405**

**801.393.8681**

[www.washingtonterrace.gov](http://www.washingtonterrace.gov)

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<b>1. <u>WORK SESSION</u></b>	<b>5:00 P.M.</b>
<b>Topics to include; but are not limited to:</b>	
• Council Retreat Review: Next Steps in strategic planning	
<b>2. <u>ROLL CALL</u></b>	<b>6:00 P.M.</b>
<b>3. <u>PLEDGE OF ALLEGIANCE</u></b>	
<b>4. <u>WELCOME</u></b>	
<b>5. <u>CONSENT ITEMS</u></b>	
<b>5.1 APPROVAL OF AGENDA AND NOVEMBER 18, 2025, COUNCIL MEETING AND NOVEMBER 21-22, 2025 COUNCIL RETREAT MINUTES</b>	
Any point of order or issue regarding items on the agenda or the order of the agenda needs to be addressed here prior to the approval of the agenda. Minutes approved in open meeting become the official record	
<b>5.2 APPROVAL TO RE-APPOINT MAYOR MARK C. ALLEN TO SERVE AS THE REPRESENTATIVE FOR WASHINGTON TERRACE CITY ON THE CENTRAL WEBER SEWER IMPROVEMENT DISTRICT BOARD OF TRUSTEES.</b>	
In accordance with District Bylaws, the city must appoint a representative to the Board of Trustees by January 1, 2026. The term of service is for four years.	
<b>6. <u>CITIZEN COMMENTS</u></b>	

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. “Washington Terrace City is committed to civility. We strive to act and speak with dignity, courtesy, and respect at all times. All are asked to join us, and act and

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 in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

speak accordingly."

## **7. NEW BUSINESS**

### **7.1 MOTION/ORDINANCE 25-06: APPROVAL OF ORDINANCE ADOPTING THE WILDLIFE URBAN INTERFACE CODE**

The Ordinance is in compliance with HB 48 per Utah State Legislation

### **7.2 MOTION: 5350 SOUTH WATERLINE PROJECT CHANGE ORDER RATIFICATION**

### **7.3 MOTION: APPROVAL OF THE CITY COUNCIL ANNUAL MEETING SCHEDULE FOR 2026**

Per state law, the Council must adopt an annual meeting schedule.

### **7.4 PRESENTATION: RECOGNITION OF COUNCIL MEMBER JILL CHRISTIANSEN FOR HER SERVICE TO THE COMMUNITY**

Council Member Jill Christiansen served our Community for four years. She began her term as Council Member in January 2022. Her contributions to the Council and City are appreciated.

## **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**

December 18<sup>th</sup>: Planning Commission (Tentative)

December 25<sup>th</sup>- City Offices Closed

January 1, 2026: City Offices Closed HAPPY NEW YEAR!

January 6<sup>th</sup>: Oath of Office Ceremony (To be determined)

January 6<sup>th</sup> : City Council meeting 6:00 p.m.

## **11. ADJOURN THE MEETING**

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# 2 City of Washington Terrace

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4 **Minutes of a Regular City Council meeting**  
5 **Held on November 18, 2025**

6 **City Hall, 5249 South 400 East, Washington Terrace City, Utah**

7

## **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

8  
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 Finance Director Shari' Garrett  
16 City Recorder Amy Rodriguez  
17 City Manager Tom Hanson  
18 Weber County Lt Shawn Endsley  
19

20 **OTHERS PRESENT:**

21 Steve Robinson  
22

23 **1. ROLL CALL** **6:00 P.M.**  
24

25 **2. PLEDGE OF ALLEGIANCE**  
26

27 **3. WELCOME**  
28

29 **4. CONSENT ITEMS**

30 **4.1 APPROVAL OF AGENDA AND NOVEMBER 4, 2025, COUNCIL MEETING**

31 Item 4.1 approved by general consent.  
32

33 **5. CITIZEN COMMENTS**

34 Steve Robinson introduced himself. He is a partner in the Ogden Transfer Station and stated that  
35 there is some misinformation out there about the Ogden Transfer Station. He stated that there are  
36 two things he wanted to clear up for the Council concerning Ogden Transfer Station. 1. They  
37 cannot offer the same residential drop-off services. He stated that he can assure Council that they  
38 can deliver the same services as the county. 2. He stated the other misinformation is that rates will  
39 skyrocket. He stated that they can offer long term rates that the city can budget for, noting that the  
40 county cannot. He stated that they are completely transparent with their rates. He stated that the two  
41 items should not be a concern to Council, noting that he will accept whatever the outcome of the  
42 vote tonight and thanked Council for their consideration.  
43

46 6. **NEW BUSINESS**

47

48 **6.1 PRESENTATION: FINANCE DEPARTMENT QUARTERLY REPORT**

49 Garrett started the quarterly report by reminding everyone to where we started the budget. She stated that  
50 there was a lot of uncertainty back in March as to the tariff uncertainty and the effects on inflations. She  
51 stated that the effect on the economy was built into the assumptions when drafting the budget. She stated  
52 that there were lots of layoffs at the time, which continue today. The assumption was that it may affect  
53 sales tax.

54

55 Garrett stated that there were not a lot of economic developments built into the budget at that time.  
56 Garrett stated that there was a flat growth in taxes, noting that she compares first quarter sales tax to first  
57 quarter sales tax last year. She stated that we are looking at flat growth for taxes. Garrett stated that we  
58 are two months delayed for sales tax, stating that August and September are estimates. She stated that we  
59 are on target budgetarily to what we had projected.

60

61 Garrett stated that building permits have come in fairly well this year, noting that we budget off of small  
62 recurring permits (roofing, electricity, etc.). She stated that new construction is considered one-time  
63 monies.

64 Garrett stated that we are looking good with permits. She stated that business license renewals will begin  
65 next quarter.

66

67 Garrett stated that the intergovernmental investment earnings are slightly lower, however, she noted that  
68 there is a cycle as to the timing of how things come into the city. She stated that court fines are a little  
69 below this quarter compared to last year. Garrett stated that investment earnings have declined, noting that  
70 interest rates are lower this year.

71

72 Garrett stated that the general fund (overall) net decrease is around \$7000.00, which is not that bad. She  
73 stated that expenditures have increased around 10 percent from last year. She stated that it is very  
74 common to go into a cash deficit in the first quarter. She stated that we have not received the bulk of sales  
75 tax in the first quarter, noting that we have more revenue coming into the city in the second quarter. She  
76 stated that we rely on cash reserves for the first quarter.

77 Garrett stated that we are on track, and she does not see anything concerning at this time.

78

79 Garrett stated that the utility fund is mostly predictable. She stated that the areas that show fluctuation are  
80 areas where we make capital investments. She stated that the investments skew the numbers, however, it  
81 has been budgeted.

82

83 Garrett stated that the capital investments earlier in the year have affected the bottom line, noting that it is  
84 hard to predict when the investments will be made.

85

86

87

88 **6.2 MOTION/RESOLUTION 25-23: INTERLOCAL AGREEMENT REGARDING**

89 **MUNICIPAL DELIVERY FOR SOLID WASTE TO THE WEBER COUNTY**

90 **TRANSFER STATION**

92 Hanson stated that he has met with Mr. Robinson at Ogden Transfer Station. Hanson stated that from what  
93 he has heard from representatives, he believes that the Ogden Transfer Station is setting up the business for  
94 sale at a margin.

95  
96 Hanson stated that the city has been working with Weber County Transfer Station for many years. Hanson  
97 stated that they have been strengthening the process that they do. Hanson stated that without a guaranteed  
98 waste stream with the municipalities, there will not be enough tonnage, and will put the facility at risk.  
99 Hanson stated that the city wants to maintain the service that we currently have and can rely on.  
100 Hanson stated that the city feels that we would be better served by not having a monopoly on waste  
101 disposal.

102 He stated that at this time, the city feels that staying with Weber Transfer Station for a guaranteed five  
103 years is in the best interest of the city.

104 Mayor Allen stated that Weber Transfer Station is a trusted, reliable service. He stated that the agreement  
105 tonight is being reviewed by all the cities in the county for adoption.

106 Hanson stated that at this time, the services between Weber County and Ogden Transfer are not equal. He  
107 stated that he has been told that Ogden is getting the business together to be sold to another company.  
108 Council Member Parkinson stated that the proposed agreement does not talk about a financial agreement,  
109 only a service agreement. She stated that there is an “out clause “within the contract if the city decides to  
110 terminate the agreement. Council Member Parkinson stated that she appreciates Mr. Robinson coming to  
111 speak to the Council tonight. She also appreciates the time that Hanson and the Mayor have spent speaking  
112 with both facilities.

113 Mr. Robinson stated that it is a possibility that the station will be sold but stated that you never know how  
114 business will play out. He stated that there is a gap in the prices currently, noting that the gap could get  
115 wider as Weber Transfer Station loses tonnage and Ogden Transfer gains tonnage.

116 Mayor Allen stated that he feels that staying with Weber County Transfer Station is the best option.

117 Council Member Christiansen stated that it is wise to stay with the Weber Transfer Station until things  
118 balance out more to determine what the other businesses will be offering long term. She stated that we are  
119 providing something that is reliable and stable for our residents.

120 Council Member West noted that there is a two-year notice “out clause” in the interlocal agreement and  
121 asked for timeline clarification. Hanson stated that we would need to give two years’ notice to pull out of  
122 the agreement. He stated that we would be signing a stronger commitment. Hanson stated that the cities  
123 all have seats on the board to give input and help with planning. Hanson explained that the city can  
124 reevaluate the program in a year and give the two year notice and opt out at year three if it were decided to  
125 terminate before the five-year agreement.

126  
127 **Motion by Council Member Christiansen**  
128 **Seconded by Council Member Zishan**  
129 **To approve Resolution 25-23**

130 **Approving the Interlocal Agreement regarding the**  
131 **Municipal Delivery for Solid Waste to the Weber County Transfer Station**  
132 **Approved unanimously (5-0)**  
133 **Roll Call Vote**

134  
135 **6.3 MOTION/RESOLUTION 25-24: APPROVAL OF AMENDMENTS TO THE**  
136 **POLICY AND PROCEDURES MANUAL**

137 Rodriguez stated that the modifications are clarifications to existing policies that have been in place and

138 utilized, however, it was found that some needed more expansion to clarify the intent of the policy.  
139 She stated that one of the modifications is the leave of absence section, noting that the verbiage requiring  
140 pre-authorization on all leave before it can be taken was expanded. The other change was a clarification  
141 on when a certification is required when using sick leave. Rodriguez stated that the goal of the clarification  
142 on when to have employees provide a certification of illness will help the practice be consistent and fair  
143 throughout departments.

144

145 Rodriguez stated that the main clarification proposed regards the probation period section. She stated that  
146 while not required, the city uses probationary periods as a tool to evaluate new employees more closely  
147 and to give guidance on areas that might need improvement. She stated that probation periods can be  
148 extended for new employees who are showing potential but may need a little more training or guidance to  
149 get them to where we need them to be. She stated that an employee could be put back on probation for  
150 minor behavior or performance reasons before a more severe disciplinary action is taken. Rodriguez stated  
151 that the section was expanded to make the policy easier to find and to give a clear expectation to  
152 employees of what it means to be on probation. She stated that the extended description in the disciplinary  
153 section of the manual.

154

155

language was changed or expanded to help managers and employees understand expectations and intent of the policies.

158

159

160 noting that not everyone can go to the doctor, and gave an example of someone with Covid who may have  
161 tested at home and is ill. Rodriguez stated that section B2- Use of Sick Leave addresses that concern. It  
162 states that leave requests shall be granted when supported by administrative acceptable evidence, and that  
163 a department head may consider the employee's self-certification as administrative acceptable evidence.  
164 Council Member Parkinson noted that section K. Certification of Illness, only mentions the doctor's  
165 certification. Council Member West stated that it can be interpreted to mean if a department head does not  
166 accept an employee's self-certification as acceptable certification, a doctor's not will then be required. It  
167 was determined that the wording should be changed to "Administrative Certification" be used in both  
168 section B and K for consistency, allowing for manager approval of self-certification of illness.

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**Motion by Council Member West  
Seconded by Council Member Thomas  
To approve Resolution 25-24 amending the  
Policy and Procedures Manual  
With slight correction as noted  
Approved unanimously (5-0)  
Roll Call Vote**

179 7. **COUNCIL COMMUNICATION WITH STAFF**

180 Council Member Christiansen stated she has heard from a family who lives on the 300 West no longer has  
181 extended parking because of the new striping. She stated that they had been kicked out of the senior center  
182 parking lot after an hour. She stated that she understands that we do not want the senior center to become a  
183 parking lot but asked if there is some leeway for residents affected by the new striping lane to have visitors

184 and family members park in the senior center lot after hours. Lt. Endsley explained that the new striping is  
185 a travel lane and residents cannot park in a travel lane. Hanson stated that he doesn't see a problem for  
186 afterhours parking for get-togethers or dinners for families that need extra parking for a few hours. He  
187 stated that we do not want people to park there long-term or overnight. Council Member Christiansen  
188 confirmed that residents can park there after hours but not long term or overnight.  
189  
190

191 Council Member Parkinson asked if Council will be invited to help serve Thanksgiving Dinner at the  
192 Senior Center this year. Hanson stated that the Center has asked Council to help serve on Wednesday,  
193 November 26<sup>th</sup> and December 24<sup>th</sup> for the holidays.

194 Council Member Parkinson stated that several residents have approached her about the new construction  
195 by the library and asked Hanson what Council can tell residents besides that the construction if for a new  
196 office building. She stated that several residents have expressed their excitement for the new construction.  
197 Hanson stated that the construction is for class "A" offices with individual owners as part of a planned unit  
198 business office.

199 Hanson stated that Overland Corporate is still working on their plans for the project on 5760 South.  
200 Council Member Parkinson stated that the green waste program has been going very well. She stated that  
201 she has used the service several times and sees residents using the opportunity. She noted that it is a great  
202 help to the community. Hanson stated that the sign stating that no bags are to be used to leave raked leaves  
203 will be taken down, noting that it is structurally hard to put leaves in the bin without a bag.  
204  
205

206 Council Member Thomas stated that residents have asked if there is a way to have more streetlights within  
207 the city to increase security and safety.

208 Hanson stated that the Santa Tracker will be going live in December. He stated that the "Candy Cane" run  
209 be held at 8:00 a.m. on December 13<sup>th</sup>.

210 Mayor Allen asked if Council would be going on a field trip to see the street sweeper at the retreat this  
211 week. Hanson stated that the gutters are being actively swept this month. Mayor Allen asked if the  
212 construction area on 5350 South could be hit one more time.

213 Mayor Allen passed along information on the Weber School District STEM fair. He stated that he will  
214 pass the email along to Council to see if they would like to be a judge or help at the event and support  
215 Weber School District.

216 Mayor Allen stated that Council typically gives staff a coupon for a day off during the holiday season  
217 instead of spending money on a party or bonus. He stated that it is a soft cost to the city and is very much  
218 appreciated by staff. Council agreed to the holiday gift.  
219

## 220 **8. ADMINISTRATION REPORTS**

221 Hanson stated that there has been some turnover in the Utility Billing Department, noting that we are  
222 going to have two open positions. Hanson asked for patience from the Council as we work through the  
223 hiring process and learning curve of new employees. Hanson stated that the court will help cover what  
224 they can to help but noted that they will be down one position as well. Hanson asked for patience, noting  
225 that we do not have the bandwidth to fill in all the positions.  
226

230 Hanson stated that it is very gratifying to see that almost every child that comes to the new rustic  
231 playground at Rohmer immediately jumps on the rocks. He stated that there will be a ribbon cutting in  
232 April for the official grand opening. Hanson stated that people are already using the park a lot. Hanson  
233 stated that the team appreciates the blend of activities that are occurring at the park.  
234

235 **9. UPCOMING EVENTS**

236 November 20<sup>th</sup> : Planning Commission Meeting -Cancelled  
237 November 21 and 22<sup>nd</sup>: Council Retreat  
238 November 27 and 28: City offices closed for the Thanksgiving Holiday  
239 December 2<sup>nd</sup>: City Council Meeting 6:00 p.m.  
240 December 18<sup>th</sup>: Planning Commission (Tentative)  
241 December 25<sup>th</sup>- City Offices Closed  
242 January 1: City Offices Closed  
243

244 **10. ADJOURN THE MEETING**

245 **Motion by Council Member Thomas**  
246 **Seconded by Council Member Parkinson**  
247 **To adjourn the meeting**  
248 **Approved unanimously (4-0)\***  
249 **Time: 7:17 p.m.**

250 **\*note, Council Member had to leave at 7:02 p.m.**

251

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253 **Date Approved** **City Recorder**

# **2025 Council Retreat Minutes**

## **November 21-22, 2025**

## PUBLIC WORKS SHOP

**575 East 5600 South**

**Washington Terrace, UT 84405**

Friday: November 21, 2025

## 7:30 a.m. Breakfast

## **MAYOR, STAFF, AND COUNCIL ATTENDANCE**

Mayor Mark C. Allen

## Council Member Cheryl Parkinson

## Council Member Jeff West

## Council Member Michael Thomas

## Council Member-elect Anna Davidson

## City Manager Tom Hanson

Finance Director Shari Garrett

## Public Works Director Jake Meibos

## Parks and Recreation Dir

## Building Official Tyler Seaman

Court Supervisor Jean Blair

Fire Chief Clay Peterson

City Recorder Amy Rodriguez

Lt. Shawn Endsley, Weber County Sheriff

### **8:00 a.m. Welcome:**

- Welcome
- Pledge of allegiance
- Overview of schedule
- Team introductions

## 8:15 a.m. Department Highlights ... linked to Council Policy Priorities.

Department Highlights were presentations by department heads. The Department Heads highlighted their accomplishments within their departments and how they coordinate with the Council Policy Priorities set last year at the retreat and refined during the year. The Department Heads articulated that they use Council Priorities to guide what they will focus on and accomplish for the city. Using strategic planning set at the retreat and through work sessions throughout the years, the departments plan for budget, time, feasibility, manpower and process applications for the goals and priorities set for them.

## 9:15 a.m. Survey review and takeaways.

Hanson reviewed the results from the 2025 residential Survey.

Hanson reviewed infrastructure and parks projects that were to be on a field trip, however, due to time constraints, the field trip was cancelled. He reviewed the projects and correlated them to the five-year planning model.

### **12:00 P.m. Working lunch Friday**

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## November 21-22, 2025

44

### 45 12:30 p.m. SWOT Exercise

46 Hanson stated that if we understand the “Why” of what we do, we will understand the “How”?

47

48 Vision statement “An innovative community embracing trust, safety and respect.”

49 Council Member West stated that the vision statement is an ideal of “Washington Terrace: Where quality of life  
50 happens.”

51

52 The Mission Statement “Making life better in our community: We pledge to provide essential and progressive  
53 services in a timely manner through openness and reliability.”

54 Hanson stated that our team is progressive. He stated that we can offer a progressive quality product, however,  
55 it is hard to make people utilize the options.

56 Council Member West stated that he things we can add to the statement ideal such as “we are dedicated to  
57 making life better in our community. Our commitment is to enhance the quality of life to all residents.”

58 Hanson stated that we should strive to be intentional, which means you have to be engaged. Council Member  
59 West stated that he would like to add the word intentional to the mission statement in some form. Council  
60 Member Parkinson spoke about the meaning of “progressive” in our statement and how new technology and  
61 ways of thinking may make things better.

62

63 Updated Mission Statement: “Making life better in our community: We pledge to deliver essential and  
64 innovative services in a timely manner through openness and reliability.”

65

### 66 SWOT (Strength, weaknesses, Opportunities, Threats)

67

#### 68 Strengths:

- 69 • Positive Culture
- 70 • Frugal Mindset
- 71 • Passion and commitment
- 72 • Partnerships
- 73 • Accessibility and positive relationships with State and County Leadership
- 74 • Cooperative council staff communication
- 75 • Maximizing revenues with grants and donations
- 76 • Highly qualified personnel
- 77 • Adherence to mandated and recommended fiscal accountability
- 78 • Recruitment and retention through compensation, growth opportunity, benefits

79

#### 80 Weaknesses:

- 81 • Respectful community cultural expectations
- 82 • Limited tax base
- 83 • Limited staffing resources
- 84 • Aging infrastructure and capacity
- 85 • Changing demographics

86

#### 87 Opportunities:

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- Strengthening partnerships
- Maximize grant funding
- Embracing technology adaptation, AMI, Everbridge city wide communications, Yappify
- Community events in addition to Terrace Days
- Redevelopment in CDB
- Develop Volunteerism
- Staff and Council development and training
- Careful planning and strategy
- Strengthening Community engagement and involvement
- Communications

Threats:

- Lack of community involvement
- Affordable housing...rental properties
- Tec Vulnerabilities
- Environmental risks...natural disaster
- State and County Decisions
- Unfunded legislation and mandates
- Local misinformation
- Increasing taxes (federal, state, school, county etc.)
- Diminishing Federal grant funding

## 2:30 p.m. Visioning exercise:

Hanson and Council reviewed the basics of strategic planning roles and responsibility.

Hanson outlined the five Council Priorities:

**Fiscal Responsibility**

**Community Safety Wellbeing**

**Operational Excellence**

**Community Engagement**

**Community and Economic Development**

Council discussed whether the headings needed changes or additions. Council determined that the categories encompass pretty much any project or items.

**Fiscal Responsibility**

Garrett stated that she plays a role in fiscal responsibility, however, everyone plays an important role in overall fiscal responsibility.

Council Member Parkinson and Council Member West agreed that the topic description paragraph does not need to be changed, as it hits all the essential points.

Council reviewed the top five priorities from 2025-2030 retreat.

Council Member West stated that over the years Garrett has made the budget document easier to read and consume. She stated that she would strike the word document, as the information is provided in other formats besides the Budget Document.

## **2025 Council Retreat Minutes**

### **November 21-22, 2025**

131 **The wording is to be changed** to “Maintain a meaningful budget that is accessible and informative for all  
132 stakeholders”.

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138 The Friday meeting adjourned at 3:00 p.m.  
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174 **Saturday November 22, 2025**  
175 **7:30 a.m. Breakfast**

# 2025 Council Retreat Minutes

## November 21-22, 2025

### MAYOR, STAFF, AND COUNCIL ATTENDANCE

176 Mayor Mark C. Allen  
177 Council Member Cheryl Parkinson  
178 Council Member Jeff West  
180 Council Member Michael Thomas  
181 Council Member-Elect Anna Davidson  
182 City Manager Tom Hanson  
183 Finance Director Shari Garrett  
184 Public Works Director Jake Meibos  
185 Parks and Recreation Director Carlos Grava  
186 Code Enforcement Officer Martin Nish  
187 Fire Chief Clay Peterson  
188 City Recorder Amy Rodriguez

### 190 **8:00 a.m. Welcome**

### 192 **8:10 a.m. Policy Priority**

193 Garrett followed up on the Fiscal Responsibility priority section stating that she would like the section to  
194 include language that reflects that the fiscal impact is reviewed and considered before decisions are made. She  
195 stated that projects are easier to provide a cost but noted that policy also can have a cost. She gave an example  
196 of the Urban Chicken ordinance. The cost associated would include personnel, time, and other impacts that  
197 may not be a hard cost but still may take resources away from other projects. She stated that this must be  
198 considered before any decisions are made. She stated that the “full cost” must be taken into consideration.  
199 “Consider initial and ongoing costs associated with projects, programs and policies.”

200 “Making fiscal impact decisions based off of data driven information”.

201 Council Member West likes the idea of safeguards in the description.

202 Keywords: making decisions, safeguards, initial impacts, analyzing, informed, data driven, long-term.

204 “Maintain stewardship for responsibility by analyzing data driven initial and long-term impacts of policies,  
205 programs and projects.” It was decided that this idea should be **added** in the descriptor of the policy.

206 Bullet Point discussion:

208 **Add:** “Analyze the impact of initial and long-term requirements of policies, programs and projects.”

### 210 **Community Safety and Wellbeing**

211 Nish suggested that Code Enforcement be added to the descriptor paragraph.

212 There were no other edits to the paragraph.

214 The bullet point section was discussed to determine any changes or priority changes.

215 Chief Peterson stated that call volumes will never be decreased and does not like that the bullet point is  
216 included. He also noted that Everbridge should not be included at all, as it is a different type of service. Council  
217 Member West stated that we should replace call volume with “response”.

218 Hanson noted that the sentence is not clearly defined and noted that we did not get the response for community-  
219 based policing as was intended. The sentence will be taken out.

# 2025 Council Retreat Minutes

## November 21-22, 2025

221 Bullet Point discussion:

222 **Add** “Ensure a safer community by increasing public safety awareness through education and communication.”

223  
224 Hanson stated that there will be impacts for law enforcement that will have a fiscal cost to them. Mayor Allen  
225 reminded everyone that according to the survey, the perception is that we have a safe community. The first three  
226 priorities will remain. Council Member Thomas stated that lighting and flock cameras help with community  
227 security.

228  
229 **Project Initiative:** Hanson stated that the lighting will be put in as a project initiative for the budget and the  
230 operational impacts will be considered and determined. Park lighting will also be included in this project.  
231 Meibos asked what the goal is “lights on every corner”, “high traffic intersections”, “eliminate dark spots” and  
232 the like. Meibos stated that a minimum lighting requirement may be in our city standards. This topic will be  
233 researched and brought back to Council as a work session.

### 234 Operational Excellence

235 The descriptor paragraph will begin at Washington Terrace (dropping the Operational Excellence wording).

236 Bullet Point discussion:

237 **Remove:** Engage all employees.

238 **Move:** Ensure employee safety best practices from Community and Safety and Wellbeing to Operational  
239 Excellence bullet points and **change to** Engage all employees to support a culture of safety.

240 **Add:** “to promote a culture that is open, safe and mutually supportive” to bullet point 2. “Implement best  
241 practices with internal and external communication”.

242 **Add new bullet:** “Empower employees by providing tools, equipment, resources and support to complete daily  
243 tasks fostering a culture of ownership and accountability.”

### 244 Community Engagement

245 Hanson questioned if beautification is the intent of community engagement.

246 Council Member West stated that beautification doesn't really fit with the intent. Beautification is a part of the  
247 engagement, but not necessarily first.

248 **The beginning descriptor paragraph will be changed** to: Washington Terrace actively promotes  
249 collaboration to strengthen community ownership and cultivate a shared commitment to a vibrant unified city.  
250 The city aims to keep the community informed by prioritizing clear communication through varied platforms.  
251 Active community involvement encourages residents to take pride in their surroundings and neighborhood.

252 Bullet Point discussion:

253 **Change:** Bullet point 1 to read: Strengthen nuisance ordinance compliance by fostering open communication  
254 and encouraging active participation.

255 **Change:** Bullet point 2 to read: Provide clear and informative communication using communications platforms  
256 Provide clear and informative communications using dynamic and accessible outlets including webpage and  
257 useful social media platforms.

# 2025 Council Retreat Minutes

## November 21-22, 2025

265 **Add bullet point (replacing two-way communication bullet point):** Support open two-way communication  
266 that encourages feedback and shared understanding.

267 **Change:** Bullet point 3 to read: Encourage citizen participation in community focused events in city sponsored  
268 activities.

269 **Change:** Encourage innovative and meaningful volunteer engagement to strengthen community involvement  
270 and impact.

271 **New Priority order:** priority 3 switched with 1.

272

273 **Proposed Project Initiative:** Council Member West suggested a “My Washington Terrace” program that could  
274 entail Christmas lighting, field trips, open houses, neighborhood events, etc. This will be brought back to  
275 Council during a work session. A concept of this program could be small business listings online. Keep it local.

276

277 **Community and Economic Development**

278 Hanson stated that it is up to the developer as to when the project will begin. He stated that we want to make the  
279 process streamlined. There were no changes to the descriptor paragraph.

280

281 Bullet Point discussion:

282 **Change (bullet point 1):** Innovation strategies to encourage commercial development.

283 **Change:** Encourage residential and commercial development that promotes long-term viability (strong cities)

284 **Add:** “infill and open space” to last bullet point.

285

286

287 **12:00 p.m. Adjourn**

288 The Meeting was adjourned at 11:46 p.m.

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293 Date Approved

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301 *This retreat is for information, discussions, and planning considerations. No motions will be made at this meeting.*



## Central Weber Sewer Improvement District

November 17, 2025

Mayor Mark Allen  
5249 South 400 East  
Washington Terrace, UT 84405

Dear Mayor Allen:

Washington Terrace City currently has Mark Allen appointed as the representative on the Central Weber Sewer Improvement District Board of Trustees. Mark's term expires on January 1, 2026. In accordance with our District Bylaws, the Appointment Procedure is as follows:

Appointment Procedure. *Board members appointed by a municipality shall be designated and appointed by the mayor with the consent of the legislative body of the municipality, and board members appointed by Weber County shall be appointed by the county commission. Nothing shall preclude the mayor of a municipality from naming himself or herself as the prospective board member. Although not mandated by the appointment procedure stated in Utah Code Ann. § 17B-2a-405, municipalities and Weber County are encouraged to appoint elected officials of the appointing authority to the District Board.*

Except as otherwise provided, the term of each member of the Board of Trustees is four years and until the member's successor is appointed and has qualified, all as provided in UTAH CODE ANN. Title 17B Chapter 1, Part 3 and § 17B-2a-405.

At your earliest convenience please notify us, in writing, of the board member appointed from Washington Terrace City. Our first Board meeting for 2026 will be on Monday, January 26<sup>th</sup> at 5:00 PM.

Please feel free to contact us if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Kevin Hall". The signature is fluid and cursive, with "Kevin" on the top line and "Hall" on the bottom line.

Kevin Hall, P.E.  
General Manager  
Central Weber Sewer Improvement District

CC: Mark Allen, Board Chairman  
Camille Cook, Board Clerk

**WASHINGTON TERRACE CITY  
ORDINANCE 25-06**

**WILDLAND-URBAN INTERFACE CODE**

**AN ORDINANCE OF WASHINGTON TERRACE CITY, UTAH, ADOPTING CHAPTER  
11.11 ENTITLED “WILDLAND-URBAN INTERFACE (WUI) BUILDING CODE”  
INCLUDING THE WUI SENSITIVE LANDS/HAZARAD AREA MAP IN  
ACCORDANCE WITH THE 2025 UTAH LEGISLATURE HB 48; SEVERABILITY; AND  
PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Washington Terrace City (City) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

**WHEREAS**, *Utah Code Annotated* §10-8-84 and §10-8-60 allow municipalities in the State of Utah to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City;

**WHEREAS**, the Utah State Legislature in 2025 enacted House Bill 48 entitled “Wildland Urban Interface Modifications,” which among other things requires counties and municipalities to adopt that Wildland-Urban Interface (WUI) building code, limits, and standards and to preserve WUI areas and protect properties at risk from wildfire;

**WHEREAS**, under the State Legislature’s 2025 House Bill 48, the Utah Division of Forestry, Fire and State Lands (“Division”) directed the City to create a “high-risk WUI map” which the City implements as part of its existing “Sensitive Lands/Hazard Area Overlay Map” to include the “high-risk WUI map” (WUI Map) and the statute establishes requirements for adoption of WUI building code with limits and standards for structures located in WUI areas;

**WHEREAS**, the City finds that the WUI and its required WUI Map is a topographical/geography sensitive lands/hazard area that is, the intermix or interface of structures and vegetation in proximity to wildland fuels that pose a threat to life, property and the public welfare, and that adoption of this Ordinance and Map provides for public safety, preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City as a measure to reduce wildfire risk;

**WHEREAS**, House Bill 48 provides that adoption of the WUI limits and standards is required for the City to remain eligible for certain state reimbursements and funding related to wildfire mitigation and response;

**WHEREAS**, the City has seek to implement the WUI Building Code referenced in House Bill 48, and has considered its application within the City boundary and seeks to establish a local WUI Map consistent with state guidance;

**WHEREAS**, the City, in accordance with this unfunded State mandate, Washington Terrace City , and the City's departments, has completed preparation of a WUI Map, identifying areas within the City that are subject to increased wildfire risk based on history, vegetation, fuels, topography, and structural exposure;

**NOW, THEREFORE**, be it ordained by the City Council of Washington Terrace City as follows:

**Section 1: Repealer.** Any Ordinance or portion of the Municipal Code inconsistent with this Ordinance is hereby repealed and any reference thereto is hereby vacated.

**Section 2: Adoption.** Chapter 11.11 of the *Washington Terrace Municipal Code* is amended as follows:

## **Chapter 11.11** **Wildland-Urban Interface Code**

**Sections:**

- 11.11.010 Definitions.**
- 11.11.020 WUI Building Code Adopted.**
- 11.11.030 Adoption of Wildland-Urban Interface (WUI) Map.**

**11.11.010 Definitions.**

For purposes of this Chapter, the following definitions apply:

1. “High-Risk WUI Property” means a property or structure located in the WUI Map where there may exist elevated wildfire risk exposure.
2. “Local fire authority” means Washington Terrace City Fire Department.
3. “WUI Building Code” means the most current version adopted by the State of Utah of the International Wildland-Urban Interface Code (IWUIC), a set of model regulations from the International Code Council (ICC) designed to reduce property loss from wildfires in areas where structures meet wildlands. It establishes requirements for building materials, construction methods, and land use to make structures and communities more resilient, including provisions for ignition-resistant construction, defensible space, emergency access, and water supply.
4. “WUI Map” means the Sensitive Lands/Hazard Area Map adopted by the City that include the WUI Area designated in said WUI Map.
5. “Wildland-Urban Interface (WUI) Area” means any area within the City boundary in which structures are adjacent to, intermingled with, or threatened by wildland fuels and which has been designated by map as subject to certain limits on development and the WUI Building Code.

**11.11.020 WUI Building Code Adopted.**

1. Adoption. The City hereby adopts and incorporates herein, by this reference, the most current version of the WUI Building Code as adopted by the State of Utah.
2. Applicability. The WUI Building Code shall only apply to all new structures, additions, renovations triggered by applicable thresholds, and landscaping/site work within the WUI Area as designated herein.

3. Conflict. Where a conflict exists between existing Municipal Code and the WUI Building Code adopted herein, the WUI of this Chapter provisions shall govern as provided by law.
4. Development. The City shall enforce the WUI Building Code as part of its subdivision, site plan, building permit, inspection, and code enforcement processes, in cooperation with the local fire authority and applicable City departments.
5. Grandfather. Existing structures within the WUI Zone are not required to retrofit. However, when an existing structure triggers a permit for renovation or addition, the permit review shall include compliance with this Chapter.

**11.11.030 Adoption of Wildland-Urban Interface (WUI) Map.**

1. Mapping. The Wildland-Urban Interface Area Map (“WUI Map”) the most current version of the WUI Map adopted by the Utah Division of Forestry, Fire and State Lands (“Division”), as amended and updated by the Division, is hereby adopted as the WUI Map. The WUI Map delineates those areas within the City that are determined to be at elevated risk of wildfire based on criteria including history, fuel conditions, structure exposure, vegetation type, density, slope, topography, geography, access limitations, and proximity to wildland fuels.
2. WUI Map. The City hereby adopts and approves the WUI Map, attached hereto and incorporated herein by reference as Exhibit A, as the Official WUI Map to be included in the City’s Sensitive land/Hazard Area Overlap Map and as a component of this Chapter.
3. Notice. The City shall provide any notice that may be related to the WUI Map.
4. Construction Limits. New structures or development within the area designated on the WUI Map shall comply with the WUI Building Code. Efforts shall be made to protected open WUI Area as part of open space, a conservation subdivision, or otherwise as part of site plan or other similar development approval.
5. Update. The City shall review and, if necessary, update the WUI Map as needed or required by State Law.

**Section 3:** Severability. If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

**Section 4:** Effective date. This Ordinance takes effect immediately upon mayoral approval and posting.

PASSED AND ADOPTED by the City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Mark C. Allen, Mayor

ATTEST:

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City Recorder

RECORDED this \_\_\_\_ day of \_\_\_\_\_, 2025.

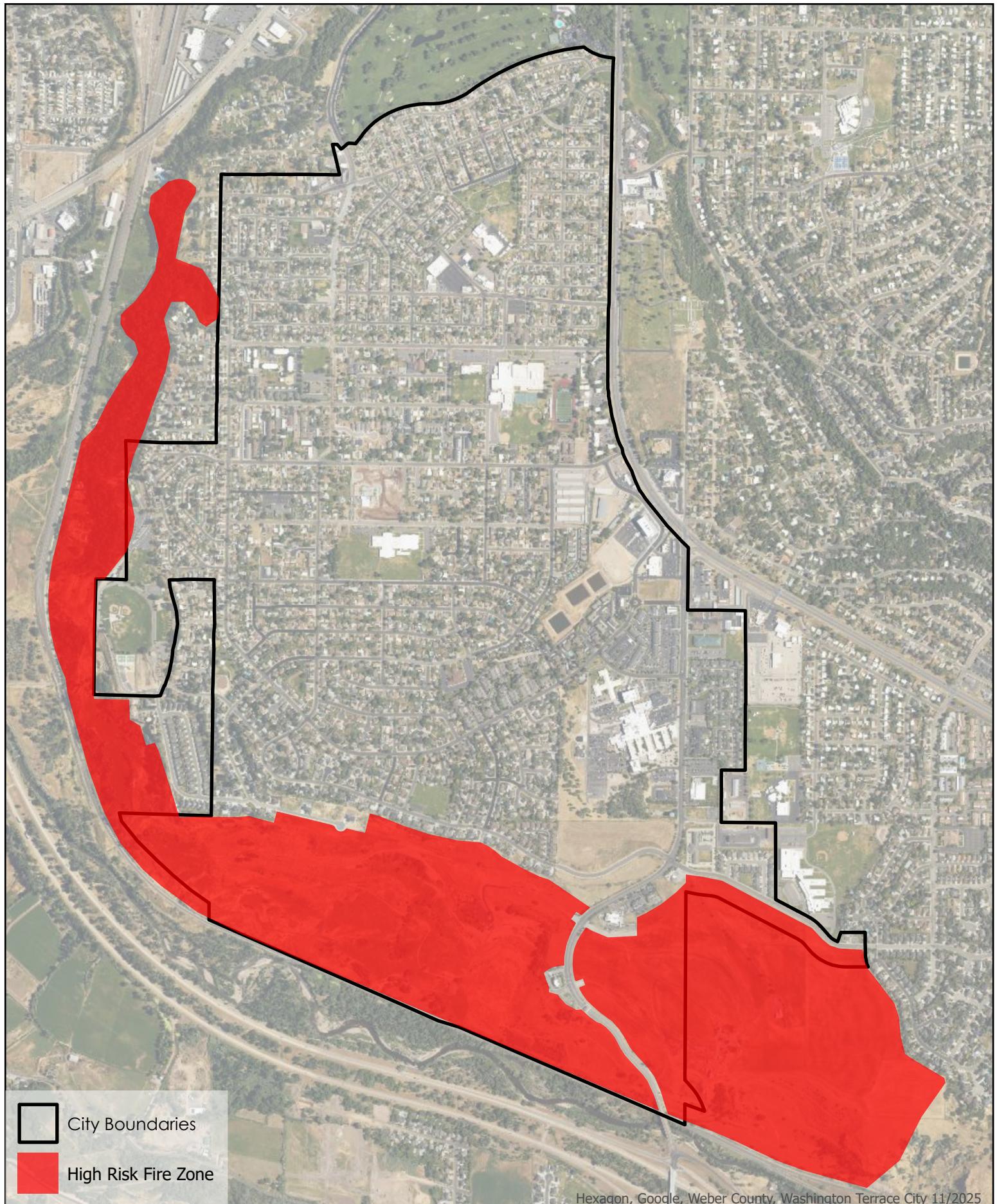
PUBLISHED OR POSTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING**

In accordance with Utah Code Annotated §10-3-713, 1953 as amended, I, the City Recorder of Washington Terrace City, hereby certify that the foregoing Ordinance was duly passed and published or posted in accordance with State Law.

\_\_\_\_\_  
DATE: \_\_\_\_\_

City Recorder



# W.E.I. Proposal Map

# City Council Staff Report

# City of WASHINGTON TERRACE *Utah*

**Author:** Jake Meibos

**Subject:** 5350 S. culinary water & storm drain project change order

**Date:** 12/2/2025

**Type of Item:** Discussion/Approval

## **Summary Recommendation: Approve Change Orders 1,2,3,4,5 and reconciliation change order for the 5350 S. culinary water line project**

### **Description:**

- A. **Topic:** Council approval is requested for the change orders 1,2,3,4,5 and reconciliation change order
- B. **Background:** The 5350 S. culinary water line project was awarded to Rino Excavating on 5/6/2025 for the contract amount of \$508,968.75
- C. **Analysis:** Throughout the course of the project there were unforeseen items that had to be addressed in the field and several of the estimated quantities were adjusted to complete the projects adequately.
- D. According to the Contracting and Purchasing Policy, accumulated “change orders” which would overall increase a previously approved contract by more than 10% for contracts over \$250,000 require council approval.

### **E. Fiscal Impact:**

CO#1:	\$5,405	10" gate valve
CO#2:	\$10,060	water line casing
CO#3:	\$2,065	water line connection (elev adjustment)
CO#4:	\$11,700	Roadway ex-out and haul off
Reco CO:	Reconciliation change items:	

Remove Asphalt
Remove Curb and Gutter
Remove Water Line
Raise Valve to Grade w/ Collar
Raise Manhole to Grade w/ Collar
3" Minus Material
Road Base Material
New Asphalt
New Concrete Curb and Gutter
New Waterway

Total Changes \$ 70,540

Revised Contract Price **\$579,508.75**

**F. Department Review: Public work, Engineering, Finance**

**Alternatives:**

A. **Approve the Request:** Staff request that council approve the ratification of the said change orders and reconciliation for the 5350 S. culinary water line project with a revised contract price of **\$579,508.75**

# City Council Staff Report

ADMIN



**Author:** Amy Rodriguez  
**Subject:** 2026 Meeting schedule  
**Date:** December 2, 2025  
**Type of Item:** Discussion and Action

**Summary Recommendations:** Council may review and adopt the 2026 annual meeting schedule

## Description:

### A. Topic: 2026 Annual meeting Schedule

State law mandates that if regular meetings are held throughout the course of a year, a meeting schedule must be adopted and posted at least once during the year.

### B. Analysis:

It is recommended that Council adopt a meeting schedule for 2026. The proposed meeting schedule would include regular city council meetings on the first and third Tuesday of every month. Additional meetings, such as work sessions or retreats, can be added with proper noticing requirements. If time or dates change, notice will be given accordingly.

Attached is a tentative calendar with meeting dates, tentative topics and other important dates in the city.

### C. Department Review: City Recorder

## Alternatives:

### A. Approve the Request:

Council can approve the proposed 2026 meeting schedule and meet on the first and third Tuesday of each month,

### B. Amend the Request:

Council can decide to amend the meeting schedule.

**Recommendation:** Staff recommends that Council adopt the 2026 annual meeting schedule as outlined in report.

## CALENDAR OF EVENTS - Tentative

### **JANUARY 2026**

**Thurs. 1<sup>st</sup> New Year's Observance- City Offices closed**  
**Tues. 6<sup>th</sup> Swearing In Ceremony Oath of office 5:30**  
**Tues. 6<sup>th</sup> City Council Meeting 6:00p.m.**  
- Council Training Open Meetings  
- Ethical Behavior Pledge (staff and council included)  
**Mon. 19<sup>th</sup> Martin Luther King JR. Day- City Offices closed**  
**Tues. 20<sup>th</sup> – Work Session 5:00 p.m.**  
**Tues. 20<sup>th</sup> – City Council Meeting 6:00 p.m.**  
**Tues 20<sup>th</sup> – Closed session to discuss Compensation**  
**Thur. 29<sup>th</sup> Planning Commission Meeting 6:00 p.m.**  
- Nominate and elect Chair and Vice Chair

### **FEBRUARY 2026**

**Tues. 3<sup>rd</sup> Work Session 5:00 p.m.**  
**Tues. 3<sup>rd</sup> City Council Meeting 6:00 p.m.**  
Sheriff office quarterly report  
- Fire Dept Quarterly  
- Finance Quarterly  
- Animal Control Quarterly  
**Mon. 16<sup>th</sup> President's Day- City Offices closed**  
**Tues. 17<sup>th</sup> City Council Meeting 6:00 p.m.**  
**Thur. 26<sup>th</sup> Planning Commission meeting 6:00 p.m.**

### **MARCH 2026**

**Tues. 3<sup>rd</sup> Budget Planning 5:00 p.m.**  
**Tues. 3<sup>rd</sup> City Council Meeting 6:00 p.m.**  
**Tues. 17<sup>th</sup> Budget Planning 5:00 p.m.**  
**Tues. 17<sup>th</sup> City Council Meeting 6:00 p.m.**  
**Thur. 26<sup>th</sup> Planning Commission meeting 6:00 p.m.**

### **APRIL 2026**

**Tues 7<sup>th</sup> Budget meeting 5:00 p.m.**  
**Tues. 7<sup>th</sup> City Council Meeting 6:00 p.m.**  
**Tues. 21<sup>st</sup> Budget Planning Meeting 5:00 p.m.**  
**Tues. 21<sup>st</sup> City Council Meeting 6:00 p.m.**  
- Sheriff's office quarterly report  
- Fire Department quarterly report  
- Animal Control quarterly report  
**Wed. April 16<sup>th</sup>-18<sup>th</sup>- ULCT (tentative)**  
**Thur. 30<sup>th</sup> Planning Commission meeting 6:00 p.m.**

### **MAY 2026**

**Tues. 5<sup>TH</sup> Budget Meeting 5:00 p.m.**  
**Tues. 5<sup>TH</sup> City Council Meeting 6:00 p.m.**  
- Tentatively approve tentative budget  
**Tues 5<sup>th</sup> RDA**  
- tentatively approve tentative budget  
**Tues. 19<sup>th</sup> Budget Meeting 5:00 p.m.**  
**Tues. 19<sup>th</sup> City Council Meeting 6:00 p.m.**  
- Public Hearing: Budget  
- Public Hearing: Enterprise Fund Transfer  
**Tues. 19<sup>th</sup> RDA meeting**  
- Public Hearing: Budget  
**Mon. 25<sup>th</sup> Memorial Day- City offices closed**  
**Thur. 28<sup>th</sup> Planning Commission meeting 6:00 p.m.**

### **JUNE 2026**

**Tues. 2<sup>nd</sup> Budget Meeting 5:00 p.m.**  
**Tues. 2<sup>nd</sup> City Council Meeting 6:00 p.m.**  
- Fraud risk assessment

**Sat. 13<sup>th</sup> TERRARCE DAYS**

**Mon. 15<sup>th</sup> National Freedom Day (Juneteenth) observance- City Offices Closed**

**Tues.16<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur. 25<sup>th</sup> Planning Commission meeting 6:00p.m.**

## **JULY 2026**

**Thurs. Jul 3<sup>rd</sup> : City Offices closed in observance of Independence Day**

**Tues. 7<sup>th</sup> City Council Meeting 6:00 p.m.**

**Tues 21<sup>st</sup> City Council Meeting 6:00 p.m.**

- Sheriff Office Quarterly
- Fire Dept Quarterly
- Finance Dept Quarterly
- Animal Control Quarterly

**Fri.24<sup>th</sup> Pioneer Day Observed – City offices closed**

**Thurs.30th Planning Commission meeting 6:00 p.m.**

## **AUGUST 2026**

**Tues. 4<sup>th</sup> City Council Meeting 6:00 p.m.**

- Annual Privacy Policy Report to Council

**Tues. 18<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thurs. 27<sup>th</sup> Planning Commission Meeting 6:00 p.m.**

## **SEPTEMBER 2026**

**Tues. 1<sup>st</sup> City Council Meeting 6:00 p.m.**

**Mon. 7<sup>th</sup> Labor Day- City offices closed**

**ULCT Conference TBD**

**Tues. 15<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur.24<sup>th</sup> Planning Commission meeting 6:00 p.m.**

## **OCTOBER 2026**

**Tues. 6<sup>th</sup> City Council Meeting 6:00 p.m.**

**Mon. 12<sup>th</sup> Columbus Day- City offices closed**

**Tues. 20<sup>th</sup> City Council Meeting 6:00 p.m.**

- Sheriff's office Quarterly report
- Fire Department Quarterly report
- Finance Department Quarterly report
- Animal Control Quarterly report

**Thur 29<sup>th</sup> Planning Commission meeting 6:00 p.m.**

## **NOVEMBER 2026**

**Tues 3<sup>rd</sup> ; Election Night**

**Tues. 3<sup>rd</sup> City Council Meeting 6:00 p.m.**

**Wed. 11<sup>th</sup> Veteran's Day observed- City offices closed**

**Tues. 17<sup>th</sup> City Council Meeting 6:00 p.m.**

**Thur. 19<sup>th</sup> Planning Commission Meeting 6:00 p.m.**

**Thur- Fri. 26-27 Thanksgiving Holiday- City Offices closed.**

## **DECEMBER 2026**

**Tues.1<sup>st</sup> City Council Meeting 6:00 p.m.**

- Annual Meeting Schedule
- Audit Presentation

**Tues. 15<sup>th</sup>- City Council Meeting 6:00 p.m.**

**Thurs. 17<sup>th</sup> Planning Commission 6:00 p.m.**

**Friday 25<sup>th</sup> Christmas Holiday- City Offices closed**