



Regular City Council Meeting

Tuesday, December 2, 2025

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

www.washingtonterrace.gov

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1. **WORK SESSION** **5:00 P.M.**
Topics to include; but are not limited to:
 - **Council Retreat Review: Next Steps in strategic planning**
2. **ROLL CALL** **6:00 P.M.**
3. **PLEDGE OF ALLEGIANCE**
4. **WELCOME**
5. **CONSENT ITEMS**
 - 5.1 **APPROVAL OF AGENDA AND NOVEMBER 18, 2025, COUNCIL MEETING AND NOVEMBER 21-22, 2025 COUNCIL RETREAT MINUTES**

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
 - 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.**

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.
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. "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 18th: Planning Commission (Tentative)

December 25th- City Offices Closed

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

January 6th: Oath of Office Ceremony (To be determined)

January 6th : City Council meeting 6:00 p.m.

11. ADJOURN THE MEETING

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City of Washington Terrace

Minutes of a Regular City Council meeting Held on November 18, 2025 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
Finance Director Shari' Garrett
City Recorder Amy Rodriguez
City Manager Tom Hanson
Weber County Lt Shawn Endsley

OTHERS PRESENT:

Steve Robinson

1. ROLL CALL

6:00 P.M.

2. PLEDGE OF ALLEGIANCE

3. WELCOME

4. CONSENT ITEMS

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

Item 4.1 approved by general consent.

5. CITIZEN COMMENTS

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

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**
91

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

Hanson stated that the city has been working with Weber County Transfer Station for many years. Hanson stated that they have been strengthening the process that they do. Hanson stated that without a guaranteed waste stream with the municipalities, there will not be enough tonnage, and will put the facility at risk.

Hanson stated that the city wants to maintain the service that we currently have and can rely on.

Hanson stated that the city feels that we would be better served by not having a monopoly on waste disposal.

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

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

Hanson stated that at this time, the services between Weber County and Ogden Transfer are not equal. He stated that he has been told that Ogden is getting the business together to be sold to another company.

Council Member Parkinson stated that the proposed agreement does not talk about a financial agreement, only a service agreement. She stated that there is an “out clause” within the contract if the city decides to terminate the agreement. Council Member Parkinson stated that she appreciates Mr. Robinson coming to speak to the Council tonight. She also appreciates the time that Hanson and the Mayor have spent speaking with both facilities.

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

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

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

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

Motion by Council Member Christiansen

Seconded by Council Member Zishan

To approve Resolution 25-23

Approving the Interlocal Agreement regarding the

Municipal Delivery for Solid Waste to the Weber County Transfer Station

Approved unanimously (5-0)

Roll Call Vote

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

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

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

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

Rodriguez stated that the modifications do not change any of city practices. She stated that some of the language was changed or expanded to help managers and employees understand expectations and intent of the policies.

Council Member Parkinson asked about the certification of illness requirement after 3 days of absence, noting that not everyone can go to the doctor, and gave an example of someone with Covid who may have tested at home and is ill. Rodriguez stated that section B2- Use of Sick Leave addresses that concern. It states that leave requests shall be granted when supported by administrative acceptable evidence, and that a department head may consider the employee's self-certification as administrative acceptable evidence. Council Member Parkinson noted that section K. Certification of Illness, only mentions the doctor's certification. Council Member West stated that it can be interpreted to mean if a department head does not accept an employee's self-certification as acceptable certification, a doctor's not will then be required. It was determined that the wording should be changed to "Administrative Certification" be used in both section B and K for consistency, allowing for manager approval of self-certification of illness.

**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**

7. COUNCIL COMMUNICATION WITH STAFF

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

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

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

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

Hanson stated that Overland Corporate is still working on their plans for the project on 5760 South.

Council Member Parkinson stated that the green waste program has been going very well. She stated that she has used the service several times and sees residents using the opportunity. She noted that it is a great help to the community. Hanson stated that the sign stating that no bags are to be used to leave raked leaves will be taken down, noting that it is structurally hard to put leaves in the bin without a bag.

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

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

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

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

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

8. ADMINISTRATION REPORTS

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

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

9. UPCOMING EVENTS

November 20th : Planning Commission Meeting -Cancelled
November 21 and 22nd: Council Retreat
November 27 and 28: City offices closed for the Thanksgiving Holiday
December 2nd: City Council Meeting 6:00 p.m.
December 18th: Planning Commission (Tentative)
December 25th- City Offices Closed
January 1: City Offices Closed

10. ADJOURN THE MEETING

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

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

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 Director Carlos Grava
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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12:30 p.m. SWOT Exercise

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

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

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

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

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

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

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

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

SWOT (Strength, weaknesses, Opportunities, Threats)

Strengths:

- Positive Culture
- Frugal Mindset
- Passion and commitment
- Partnerships
- Accessibility and positive relationships with State and County Leadership
- Cooperative council staff communication
- Maximizing revenues with grants and donations
- Highly qualified personnel
- Adherence to mandated and recommended fiscal accountability
- Recruitment and retention through compensation, growth opportunity, benefits

Weaknesses:

- Respectful community cultural expectations
- Limited tax base
- Limited staffing resources
- Aging infrastructure and capacity
- Changing demographics

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.

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

The Friday meeting adjourned at 3:00 p.m.

Saturday November 22, 2025

7:30 a.m. Breakfast

2025 Council Retreat Minutes

November 21-22, 2025

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 Director Carlos Grava
Code Enforcement Officer Martin Nish
Fire Chief Clay Peterson
City Recorder Amy Rodriguez

8:00 a.m. Welcome

8:10 a.m. Policy Priority

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

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

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

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

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

Bullet Point discussion:

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

Community Safety and Wellbeing

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

There were no other edits to the paragraph.

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

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

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

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Bullet Point discussion:

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

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

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

Operational Excellence

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

Bullet Point discussion:

Remove: Engage all employees.

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

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

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

Community Engagement

Hanson questioned if beautification is the intent of community engagement.

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

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

Bullet Point discussion:

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

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

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

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

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

New Priority order: priority 3 switched with 1.

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

Community and Economic Development

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

Bullet Point discussion:

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

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

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

12:00 p.m. Adjourn

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

Date Approved

City Recorder

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 26th 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 the first name "Kevin" and last name "Hall" clearly distinguishable.

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.

Mark C. Allen, Mayor

ATTEST:

City Recorder

RECORDED this ____ day of _____, 2025.

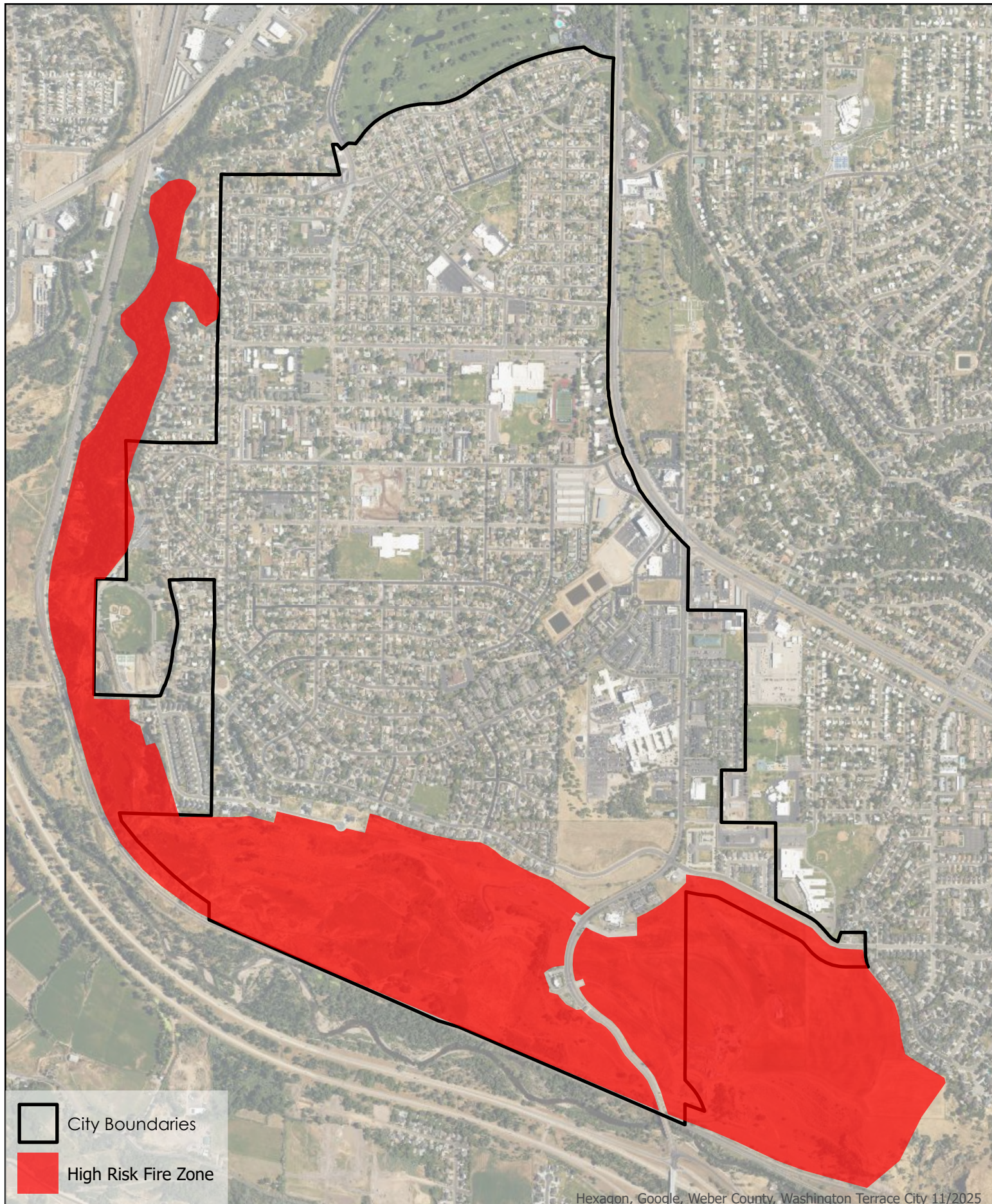
PUBLISHED OR POSTED this ____ day of _____, 2025.

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.

City Recorder

DATE: _____



W.E.I. Proposal Map

City Council
Staff Report



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 than10% 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:	\$41,310	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

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

FEBRUARY 2026

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

MARCH 2026

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

APRIL 2026

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

MAY 2026

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

JUNE 2026

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

Sat. 13th TERRARCE DAYS
Mon. 15th National Freedom Day (Juneteenth) observance- City Offices Closed
Tues.16th City Council Meeting 6:00 p.m.
Thur. 25th Planning Commission meeting 6:00p.m.

JULY 2026

Thurs. Jul 3rd : City Offices closed in observance of Independence Day
Tues. 7th City Council Meeting 6:00 p.m.
Tues 21st City Council Meeting 6:00 p.m.
- Sheriff Office Quarterly
- Fire Dept Quarterly
- Finance Dept Quarterly
- Animal Control Quarterly
Fri.24th Pioneer Day Observed – City offices closed
Thurs.30th Planning Commission meeting 6:00 p.m.

AUGUST 2026

Tues. 4th City Council Meeting 6:00 p.m.
- Annual Privacy Policy Report to Council
Tues. 18th City Council Meeting 6:00 p.m.
Thurs. 27th Planning Commission Meeting 6:00 p.m.

SEPTEMBER 2026

Tues. 1st City Council Meeting 6:00 p.m.
Mon. 7th Labor Day- City offices closed
ULCT Conference TBD
Tues. 15th City Council Meeting 6:00 p.m.
Thur.24th Planning Commission meeting 6:00 p.m.

OCTOBER 2026

Tues. 6th City Council Meeting 6:00 p.m.
Mon. 12th Columbus Day- City offices closed
Tues. 20th 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 29th Planning Commission meeting 6:00 p.m.

NOVEMBER 2026

Tues 3rd ; Election Night
Tues. 3rd City Council Meeting 6:00 p.m.
Wed. 11th Veteran's Day observed- City offices closed
Tues. 17th City Council Meeting 6:00 p.m.
Thur. 19th- Planning Commission Meeting 6:00 p.m
Thur- Fri. 26-27 Thanksgiving Holiday- City Offices closed.

DECEMBER 2026

Tues.1st City Council Meeting 6:00 p.m.
- Annual Meeting Schedule
- Audit Presentation
Tues. 15th- City Council Meeting 6:00 p.m.
Thurs. 17th Planning Commission 6:00 p.m.
Friday 25th Christmas Holiday- City Offices closed