

# City of Washington Terrace

## Minutes of a Regular City Council meeting Held on December 2, 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 - Excused  
Council Member Zunayid Z. Zishan – Excused  
Council Member Cheryl Parkinson  
Council Member Jeff West  
Council Member Michael Thomas  
City Recorder Amy Rodriguez  
City Manager Tom Hanson

### **OTHERS PRESENT:**

None

### **1. WORK SESSION**

5:00 P.M.

#### **Topics to include; but are not limited to:**

- **Council Retreat Review: Next Steps in strategic planning**

Hanson stated that this work session is a follow-up from the retreat item concerning next steps for the City.

Mayor Allen explained the decisions surrounding some of the commercial business that have been built during the last 25 years. He noted that some prospered and some have failed. He stated that the goal now is to continue with the professional businesses. He stated that online sales have taken off and it may be tough to bring in successful commercial businesses. He stated that some other cities may have big celebrations but stated that we have our priorities as to where our money is spent. He stated that the city has some of the nicer streets in the area. Council Member West stated that he agrees that we are not a “retail community”. He stated that realtors use models for major retail outlets. He stated that we are a bedroom community that provides an elevated lifestyle for the residents. He stated that we are a professional city that provides all the services. He stated that one of our best assets is Rohmer Park, and many people don’t even realize it is there.

Council Member Parkinson stated that we need to help elevate smaller parks. She stated that we have focused a lot on our recreational areas. She stated that the smaller parks need to be welcoming and comforting. She stated that we have a parks plan that we are working towards. Council Member Parkinson stated that we should try to develop our community center into more of a civic center and not just senior center. Council Member West stated that it would provide a community service that provides a lot of value. He stated that even if it is not a revenue provider and the city has to invest a small amount into the center, it is a value to the city.

Council Member Parkinson stated that we have to consider the limitations of monetary and staff resources. She stated that we need to find ways to utilize the civic center more.

Hanson stated that the city is willing to make it work for trusted organizations (like the Lions Club

or known organization), however, we would have to charge enough to pay for a staff member to attend or have a volunteer, such as a council member, who has a link to the city attend the events. Mayor Allen stated that it may be tricky to have some of the area opened up to different groups because of the senior services.

Council Member Parkinson stated that a city center would have to be in a location that is easily accessible to all residents. Council Member Thomas stated that many residents want a community center, however, he stated that it most likely would have to be paid by a bond in which the residents would vote to approve. Mayor Allen stated that he doesn't think that we would be able to raise 6 million or so through a bond. Council Member Parkinson stated that she is afraid that renters may not want to vote for a bond.

Council Member West stated that we have a triangular area that he believes could be used for events or a community area. Hanson stated that we need to have the community have the mindset to be involved in the area. He stated that we would have to do small things to get momentum and get motivation going among the community. He stated that many people want things, however, they do not participate. He stated that we cannot build something in the hopes that people will attend.

Council Member West stated that the Mayor pointed out the big projects that have been completed "city hall, public works shop, new fire station", and now we need to figure out what we can do next to help the community. He stated that we need to see what we can accomplish piece by piece. Hanson stated that he would like to get the community to be part of the city. Council Member Parkinson stated that we need to find ways to get the word out there concerning our events and events occurring in the city. She stated that we need to "sell our city" and let people know what is going on in the city. Mayor Allen stated that the Horseshoe Association holds three tournaments a year. He stated that we should be advertising things like that.

Council Member Parkinson stated that if we are going to do the "Get Healthy Utah" committee that we should find ways to incorporate events into that. They discussed harvest exchanges, seed exchanges, and other healthy events that would bring about community. Council Member Parkinson stated that there are many possibilities, noting that a grand idea could be a community garden in the small piece of property that city owns. She stated that there is a challenge as to who would run the programs and get them started and promoted.

Council Member West stated that he would put lights up at the Washington Terrace Sign on Washington Blvd. He stated that they could even be solar lights to light up our sign. He stated that this would let people know when they are entering the city. He stated that little things could be done to promote the city. He questioned if the sign at the Terrace Playhouse could promote the city.

The Mayor suggested talking with the director at the senior center on her feelings concerning opening up the center for other events. Hanson stated that renting community centers to the general public can be problematic. He stated that he knows through past experiences that it is very challenging.

Council Member West suggested having a feasibility study done to determine costs for a community building.

92  
93 **MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT**

94 Mayor Mark C. Allen  
95 Council Member Jill Christiansen  
96 Council Member Zunayid Z. Zishan – Excused  
97 Council Member Cheryl Parkinson  
98 Council Member Jeff West  
99 Council Member Michael Thomas  
100 Public Works Director Jake Meibos  
101 Fire Chief Clay Peterson  
102 City Recorder Amy Rodriguez  
103 City Manager Tom Hanson  
104 Weber County Lt Shawn Endsley  
105

106 **Others Present**

107 Ulis Gardiner  
108

109 **2. ROLL CALL**

6:00 P.M.

111 **3. PLEDGE OF ALLEGIANCE**

113 **4. WELCOME**

115 **5. CONSENT ITEMS**

116 **5.1 APPROVAL OF AGENDA AND NOVEMBER 18, 2025, COUNCIL MEETING**  
117 **AND NOVEMBER 21-22, 2025 COUNCIL RETREAT MINUTES**

118 Item 5.1 approved by general consent.  
119

120 **5.2 APPROVAL TO RE-APPOINT MAYOR MARK C. ALLEN TO SERVE AS THE**  
121 **REPRESENTATIVE FOR WASHINGTON TERRACE CITY ON THE CENTRAL**  
122 **WEBER SEWER IMPROVEMENT DISTRICT BOARD OF TRUSTEES.**

123 Council Member Parkinson stated that she is grateful for the Mayor taking such an active  
124 role as Chair on the Board and appreciates his knowledge. She is supportive of re-  
125 appointing him to the Board.  
126

127 Item 5.2 approved by general consent.  
128

129 **6. CITIZEN COMMENTS**

130 There were no citizen comments.  
131

132 **7. NEW BUSINESS**

134 **7.1 MOTION/ORDINANCE 25-06: APPROVAL OF ORDINANCE ADOPTING THE**  
135 **WILDLAND- URBAN INTERFACE CODE**

136 Chief Peterson explained HB 48 from which this ordinance stems. He stated that the City is adopting the  
137 Wildland- Urban Interface Code along with a map that shows high risk areas in the City. Chief Peterson

138 stated that any structures that would be built on those areas would have to follow the Wildland-Urban  
139 Interface building codes.  
140 Chief Peterson explained that adopting the code is helpful in being considered “like-grant funding” to  
141 receive support from the Forest Service without charge if we had an incident within the city in which we  
142 needed their assistance.  
143

144 **Motion by Council Member West**  
145 **Seconded by Council Member Thomas**  
146 **To approve Ordinance 25-06 adopting the Wildland Urban Interface Code**  
147 **Approved unanimously (4-0)**  
148 **Roll Call Vote**  
149  
150

151 **7.2 MOTION: 5350 SOUTH WATERLINE PROJECT CHANGE ORDER**  
152 **RATIFICATION**

153 Meibos stated that there were several change orders that had to be addressed during the project in which  
154 we had to move forward with. The accumulated change orders went over the ten percent needed for  
155 Council approval. Meibos stated that the accumulated change orders totaled a little over \$70,000 over the  
156 approved project. He gave some examples of the unexpected issues, noting that the issues that occur can  
157 not be seen until they dig up the road. He stated that he feels that things went really well in light of the  
158 magnitude of the projects. He stated that it is worth it to take care of the issues now instead of later on  
159 when there is a problem.

160 Meibos stated that the original approved cost was \$508,000. He stated that the additional cost was still  
161 within our budget with monies remaining for other projects. Mayor Allen stated that the final project  
162 looks great.  
163

164 **Motion by Council Member Thomas**  
165 **Seconded by Council Member Christiansen**  
166 **To approve the ratification of the change order for the 5350 South Waterline Project**  
167 **Approved unanimously (4-0)**  
168

169 **7.3 MOTION: APPROVAL OF THE CITY COUNCIL ANNUAL MEETING**  
170 **SCHEDULE FOR 2026**

171 Rodriguez stated that the Council must adopt an annual meeting schedule per state law. She stated that the  
172 schedule provided shows that Council Meetings will be held on the first and third Tuesday of each month.  
173 She stated that next year there will be a second December meeting scheduled. Rodriguez stated that any  
174 cancellations or changes will be properly noticed.  
175

176 **Motion by Council Member Parkinson**  
177 **Seconded by Council Member West**  
178 **To approve the annual meeting schedule for 2026**  
179 **Approved unanimously (4-0)**  
180

181 **7.4 PRESENTATION: RECOGNITION OF COUNCIL MEMBER JILL**  
182 **CHRISTIENSEN FOR HER SERVICE TO THE COMMUNITY**

183 Mayor Allen stated that Council Member Christiansen has served the City faithfully for the last four years

and that we all appreciate her and the work that she has done, especially with the parks projects. Mayor Allen stated that she did a great job and she will be missed.

## **8. COUNCIL COMMUNICATION WITH STAFF**

Council Member Thomas asked if an article could be placed in the next newsletter regarding the “Get Healthy Utah” partnership with Smith’s Grocery store. He stated that if customers use their reward points, Smiths will donate 5% of the food costs to the program to help cities that participate in “Get Healthy Utah” to receive grants so that the program is more self-sustaining instead of relying on donors.

Council Member West stated that he noticed the Public Works Crew this weekend during the snow event and thanked them for what they do and what they will be doing soon regarding snow removal. He wanted to also thank them for manning the green waste drop-off program this month, noting that there was good participation this year, stating that it helps alleviate many problems. He also stated that he noticed that the street sweeper has been out around the city cleaning. Council Member West stated that he appreciates the Public Works Team for keeping the city clean and functional and getting projects done while remaining fiscally conscious.

Council Member Parkinson stated that she agrees with Council Member West concerning the great job that Public Works does.

Council Member Parkinson stated that a resident told her that some of the streetlights on 300 West are not working properly. She suggested to the resident to contact Rocky Mountain Power directly. Council Member Parkinson stated that she is not sure how we go about contacting them within the city. Meibos stated that there is an article in the December newsletter explaining how residents can report streetlight outages. He stated that it is a simple process for residents to do, noting that the newsletter will have a QR code that will take people directly to Rocky Mountain Power to report outages. Meibos stated that the city does have a map of the streetlight outages. Council Member Parkinson stated that she will recommend this to the resident.

Meibos thanked Council for their support and comments concerning his crew, stating that he wanted Council to know that there was a water leak in the city on Thanksgiving day and the crew came out to work the leak until after 8:00 that evening. Meibos stated that Public Works often miss out on a lot of events and holidays, stating that they are good guys and he appreciates the comments of appreciation from Council. Mayor Allen stated that the Public Works Crew is a small group, but that they can do anything and everything within the city.

Mayor Allen reminded everyone to obey the winter parking ordinance especially in light of the new storm event.

Council Member Christiansen thanked everyone for the opportunity to sit on the Council for the last four years, especially the residents, noting that she enjoyed getting to know them and work for them. She stated that she appreciates the Council, noting that we have had a fantastic Council and a wonderful mayor. Council Member Christiansen stated that a highlight has been seeing the people who work to better our community put in the hours to do work that none of us want to do. Council Member Christiansen stated that the biggest compliment from a citizen is when they are just pleased because the city is running fine and they have no complaints. She stated that it has been her experience that the city is running smoothly

and that it is due to a wonderful mayor, council, and staff. Hanson stated that it has been a pleasure working with her and appreciates her and the entire Council for their support for staff.

**9. ADMINISTRATION REPORTS**

Hanson stated that Council can do a ride along with the public works crew if they would like to see what snow removal is about and see the importance of keeping the cars off the road.

**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**

**Motion by Council Member Parkinson  
Seconded by Council Member Christiansen  
To adjourn the meeting  
Approved unanimously (4-0)  
Time: 6:35 p.m.**

\_\_\_\_\_  
**Date approved**

\_\_\_\_\_  
**City Recorder**