

City of Washington Terrace

Minutes of a Regular City Council meeting

Held on January 6, 2026

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

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member Anna Davidson
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

OTHERS PRESENT:

Gary Keddington, from the Independent Auditing Firm of Keddington & Christensen

1. WORK SESSION :

5:00 P.M.

Topics to include; but are not limited to:

• ANNUAL FINANCIAL & INDEPENDENT AUDITOR'S REPORT

Keddington discussed the responsibilities of the auditor's and the responsibilities of management and Council. He stated that the Council is "where the buck stops". Keddington stated that the Council should be tracking where the funds are being spent. He stated that we have to be transparent with citizen's money. He stated that internal controls, staying in compliance with regulations, and staying within budget are the city's responsibility. He stated that his responsibility is to audit the financial statements. He stated that in addition to financial statements, they audit internal controls. He stated that there are opportunities to commit fraud if there are not good internal controls in place. He stated that he would report weaknesses in internal controls to Council if any were found.

Keddington stated that he checks compliance with state and federal regulations. He stated that there may be a financial affect to the city for non-compliance. He stated that they check for state law compliance. The auditors check for fraudulent activity.

Keddington reported to Council as to what was found. He stated that there were no accounting issues, internal controls were properly designed and implemented, and there were no findings in state and federal regulations. He stated that the audit is a "Clean Audit".

Keddington stated that the financial statements were presented in conformity with accounting principles. He stated that they didn't find any gaps that they could see in internal controls. Keddington stated that Council gives him full access to all employees and documents. He stated that the city team is very proactive in giving the information in a timely manner.

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46 Council Member Parkinson stated that she appreciates that staff is responsive in answering the “why” and
47 “where funds are going” for Council. She stated that she appreciates that Council can clarify situations and
48 it is not taken as a threat. Keddington stated that Council should always ask if they are uncertain about
49 situations.

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51 Keddington cautioned Council not to get comfortable, stating that they always need to make sure that they
52 are doing what they are supposed to do in safeguarding the citizen’s money.

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54 Garrett stated that we are required to do the Audit Assessment every year. She stated that we do not do an
55 audit committee and noted that they can use this opportunity to have direct communication with the auditor
56 in lieu of a committee. Council Member Parkinson asked how electronic purchases are audited. Hanson
57 stated that we still use paper receipts for every transaction that are funneled into the Accounts Payable for
58 reconciliation. Hanson explained the check roster and accounts payable processes. Garrett stated that there
59 are higher level controls and scrutiny on credit card purchases than regular invoices/checks.

60 Garrett stated that we do not make electronic payments through our Accounts Payable. She stated that there
61 are limited vendors, like bond payments, that have ACH withdrawals for limited reasons.

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2. OATH OF OFFICE: THE OATH OF OFFICE WILL BE ADMINISTERED TO NEWLEY ELECTED OFFICIALS

5:50 P.M.

Rodriguez administered the Oath of Office to Mayor Mark C. Allen, Council Member Jeff West, and Council Member Anna Davidson

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member Anna Davidson
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
Finance Director Shari' Garrett
Parks and Recreation Director Carlos Grava
Court Supervisor Sariah Songer
City Recorder Amy Rodriguez
City Manager Tom Hanson
City Attorney Bill Morris
Lt. Shawn Endsley, Weber County Sheriff Office

OTHERS PRESENT:

Gary Keddington, Ulis Gardiner, Jeanette Kendall, Amber Whitnack, Ron Davidson, Pam Harrison, Larry Whitnack, Jarron Kennedy, Jill Smith

3. ROLL CALL

6:00 P.M.

4. PLEDGE OF ALLEGIANCE

5. WELCOME

6. CONSENT ITEMS

6.1 APPROVAL OF AGENDA AND DECEMBER 2, 2025, COUNCIL MEETING

Item 6.1 was approved by general consent.

136 **7. CITIZEN COMMENTS**

137 Jill Smith stated that she is concerned about parking in the Terrace Pines HOA. She stated that HOA's
138 cannot enforce parking on city streets. She stated that there are people parking along the street. She would
139 like to see if the street can be redlined. She stated that the parking has created an unmarked one-way street.
140 She stated that the vehicles are not put in their driveways, creating a one-way street. She stated that she has
141 spoken with the Fire Department, Public Works, and Code Enforcement concerning the issue and has not
142 heard back from anyone concerning parking enforcement. She stated that they are unable to get deliveries
143 at times. She stated that there is no place for delivery trucks to pull over. The area of concern is 475 West
144 between 4800 South and 4900 South. She stated that people are parking on 475 West. She stated that it is
145 not only people on her street, but residents on the east side of the street as well who are impacting the trash
146 and snow removal.

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148 **8. NEW BUSINESS**

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150 **8.1 PRESENTATION/DISCUSSION: INDEPENDENT AUDITOR'S REPORT**

151 The City's independent financial auditor, Gary Keddington from Keddington & Christensen, presented the
152 scope and outcomes of the annual financial audit for fiscal year ended June 30, 2025.
153 Lead Auditor Keddington stated that the audit takes a lot of time and noted that management and the team
154 have been exceptional in providing the information requested in a timely manner. He stated that there
155 were no findings on accounting standards, internal controls, and state and federal requirement compliance.
156 He stated that the financial statements are in conformity with accounting principles.
157 Keddington stated that there were no weaknesses found. Keddington stated that it was a clean audit.
158 The audit is available for viewing on the city website.

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160 **8.2 ANNUAL TRAINING: OPEN MEETINGS ACT, DISCRIMINATION AND**
161 **SEXUAL HARRASSMENT, ETHICAL BEHAVIOR TRAINING**

162 City Attorney Bill Morris presented the annual mandatory training to the Council.
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164 **8.3 PRESENTATION/MOTION: APPROVAL OF THE RECREATION, ARTS,**
165 **MUSEUM, AND PARKS (R.A.M.P) GRANT APPLICATION FOR 2026**

166 Grava stated that the application is for the Phase 4 of Pickleball Plaza, which will closeout the project. He
167 stated that the city is planning to match 50 percent of the project. He stated that 50 percent match will
168 allow us the maximum points for the project. He stated that the project will include trees, shrubbery, a dog
169 park, and a gathering area. He stated that there are some residual funds from Phase three that will be used
170 for the match. He stated that the total project cost is estimated at \$460,320. Grava stated that the City will
171 apply for \$191,800 from RAMP, and the City match will be \$191,800. Grava highlighted the projections
172 for ongoing costs for the project as outlined in his staff report.
173 Mayor Allen stated that he appreciated the letters of support for the project from neighboring communities.

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175 **Motion by Council Member West**
176 **Seconded by Council Member Thomas**
177 **To approve the RAMP grant application for 2026**
178 **Approved unanimously (5-0)**
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180 **8.4 DISCUSSION/ACTION: CONSIDERATION OF ENTERING INTERLOCAL**
181 **AGREEMENT WITH OGDEN VALLEY CITY FOR COURT CONSOLIDATION**

Hanson stated that the city is considering entering into an interlocal agreement to provide court services to the new city Ogden Valley City. Hanson stated that the city currently has this agreement with Marriott-Slaterville. Hanson stated that we would be working with the state to direct citations and other communications to come to Washington Terrace City. Hanson stated that we may be looking at 37 cases per month. He stated that we feel that this is a level of service that we can handle within our current capacity. Hanson stated that an analysis will be conducted to determine revenue and costs associated with taking on the third court.

Hanson is asking for direction from Council to pursue this option. The interlocal agreement would be brought before Council at a later date. Hanson stated that he and Songer met with the Mayor of Ogden Valley City to discuss our processes. Council Member Parkinson stated her concern was about the workload. She would like to see what a typical workload is and how this venture could impact the workload.

**Motion by Council Member Parkinson,
Seconded by Council Member West
To Consider entering an interlocal with Ogden Valley City with
Ogden Valley Court as explained
Approved unanimously (5-0)**

**8.5 DISCUSSION/MOTION: APPROVAL OF THE CONSOLIDATED PLAN-
CAPITAL INVESTMENT PLAN PROJECT PRIORITIZATION**

Rodriguez stated that the City is in the process of applying for a CDBG grant and the project chosen from the Capital Investment Plan for Project Priorities is the 500 West Trenchless Sewer Rehabilitation Project. Rodriguez explained that this project is considered city wide. She stated that she received notification that our city-wide survey results show that we are eligible to apply for the grant. She thanked all those who helped with the survey.

Rodriguez stated that the project has been in the City's CIP manual and has been on the CDBG Project Priorities list for several years. Rodriguez explained that inspections and monitoring of the main sewer line has been showing continued deterioration impeding the natural flow of sewage. Rodriguez stated that there are some areas that show tree root infiltration, which designates that area as high priority. The pipe line will be rehabilitated with insuit lining. Rodriguez stated that the engineer's estimates is \$350, 866. The city match will be 38.5 percent of the project cost, which is \$135,091. Rodriguez stated that the city will go out to bid on the project once funding is determined.

She stated that the project priorities list helps us plan for upcoming CDBG projects.

**Motion by Council Member Thomas
Seconded by Council Member Parkinson
To approve the Capital Investment Plan Project Prioritization
Approved unanimously (5-0)**

**8.6 DISCUSSION/DIRECTION: TERMINATION OF TRANSFER STATION
SERVICES WITH WEBER COUNTY EFFECTIVE JUNE 30,2026**

Hanson stated that there will be some challenges coming up with Ogden Transfer Station, which is a private company, going up against Weber County Transfer Station for services.

Mayor Allen explained the challenges that are occurring, stating that the Ogden Transfer Station is

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offering a \$2.00 discount and is taking away a lot of the tonnage from Weber County Transfer Station. He stated that the County will be terminating their contract with Republic Services, with some stipulations. He stated that the county will break even if 80 percent of the cities continue their services with Weber County Transfer Station. Mayor Allen stated that WACOG is trying to get all the cities on board. He stated that the cities need to decide what to do to keep the contract with the County without taking any services away. Mayor Allen stated that they cannot keep up with the Ogden Transfer Station without taking personal services away. He stated that if the County goes out of service, the Ogden Transfer Station could have a monopoly and charge any pricing amount next year without competition. Hanson stated that an important component of this is to protect our level of service. Hanson stated that the Mayors are part of the committee. He stated that we need to protect our level of service. Mayor Allen stated that the Mayors and the subcommittee may meet next week and determine what services may have to be taken away to help costs. He stated that the County will put some numbers together and have the cities go back to their Councils to see what services they are willing to give up/raise tonnage prices. Council Member Parkinson noted that our Council passed a resolution to support Weber County Transfer Station.

8.7 MOTION: NOMINATION AND ELECTION OF MAYOR PRO TEMPORE

Mayor Allen stated that after each election, the Council nominates and elects Mayor Pro Tempore to serve as Mayor if he is unable to perform his duties. The current Mayor Pro Tempore is Council Member West.

**Motion by Council Member Parkinson
Seconded by Council Member Zishan
To nominate and elect Council Member
To serve as Mayor Pro Tempore
Approved unanimously (5-0)**

9. COUNCIL COMMUNICATION WITH STAFF

Council Member Zishan asked if any private equity firms are buying homes/ neighborhoods in the city. Hanson stated that we have a lot of out of state landlords buying homes, but he doesn't see any significant evidence of large equity firms buying property. He explained his reasoning for his question, stating that large firms are buying neighborhoods and pricing people out of the market. He would like to be informed if there is evidence that this is happening. Hanson stated that we haven't seen any mass purchasing. Hanson stated that there are a lot of challenges with maintenance with absentee or out of town landlords.

Council Member Parkinson thanked Public Works snowplow team for keeping the streets clean.

10. ADMINISTRATION REPORTS

There were no reports.

11. UPCOMING EVENTS

January 19th - City Offices Closed for the Martin Luther King Jr. Holiday
January 20th: Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)
January 29th : Planning Commission (Tentative)
February 3rd : Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)
February 16th City Offices closed for President's Day

275 February 17th: Work Session (5:00 p.m.) and Council Meeting (6:00p.m.)
276 February 26th : Planning Commission (Tentative)
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278 **12. ADJOURN THE MEETING**

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280 **Motion by Council Member Thomas**
281 **To adjourn the meeting**
282 **Mayor Allen Adjourned the meeting at 8:10 p.m.**
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286 **Date Approved** _____

City Recorder