

# City of Washington Terrace

## Minutes of a Regular City Council meeting

Held on February 3, 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

Court Supervisor Sariah Songer

City Recorder Amy Rodriguez

City Manager Tom Hanson

Lt. Sean Endsley

### OTHERS PRESENT:

None

### 1. WORK SESSION:

5:00 P.M.

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

#### - Monthly Financial Review

Garrett explained that she sends monthly line-item financial reports to Council and stated that if there is anything that the Council would like to review, or have a deeper explanation for the items, she is available to set a work session or answer any questions.

Hanson stated that transparency is the goal and as stated by the independent auditor, Council has a responsibility to be informed as to what is going on within the budget.

Council Member Parkinson asked for an explanation of the "unearned" column. Garrett stated that unearned means that the monies have not been collected as of yet. Garrett explained that she monitors the funds for any fluctuations and an adjustment may be needed by end of year. She stated that she highlights funds where there may be greater variance, such as sales tax. She stated that the greater risk revenue sources are those that are elastic and vary depending on what is happening in the economy. She noted that building permits vary as they are also responsive as to what is happening in the economy and area.

Garrett stated that property tax remains steady.

Garrett noted that there is variability in court fines as well. She stated that it depends on what is happening with various levels of law enforcement. Garrett stated that Weber County does all of our reporting on the eligible beer tax monies.

Garrett stated that the intergovernmental revenue is revenue that we collect from other entities (contract cities, RAMP grant, Beer Sales tax, Class-C road funds).

Garrett stated that she highly recommends tuning in on the "Fiscal Impact" section on the staff reports. She stated that Council should get comfortable with that and levels of service and how impactful that can be.

46 Council Member Parkinson stated that she attended the ULCT training on budgeting 101 and feels that it is  
47 a valuable class to understand. Garrett stated that we run governmental services and utility services. She  
48 stated that governmental services are supported by tax dollars. She stated that utility services are supported  
49 by utility rates. Garrett explained that the 35 percent fund balance limitations only take place in the General  
50 fund (Governmental services). She stated that the 35 percent is used as a “rainy day fund” for economic  
51 fluctuations, significant spikes in expenditures, disaster risk, cash flow work, and other events that we may  
52 need to rely on the 35 percent to get us through until it is resolved. She stated that anything over 35 percent  
53 at the end of the year is pushed into capital projects, with a few exceptions.

54 Garrett stated that we fund capital projects with the overage after the 35 percent cap. Garrett stated that there  
55 is a summary section in the budget docs that explain what is needed to fund capital plans for five years.  
56 She stated that if a project is in the five-year plan we project that we have the means to fit the needs.  
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58 Council Member Parkinson stated that it is mandated that we have a balanced budget throughout the year.  
59 She stated that the reserve “excess” does show on the monthly reports as a large amount.

60 Garrett stated that we should consider our ability to rebound when looking at reserves. She stated that we  
61 are limited in what we can capture. She noted that all communities have different abilities to rebound.

62 Garrett stated that the reserve funds afford sustainability of essential services. She stated that we are required  
63 by statute to retain five percent of the fund balance.  
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65 Garrett stated that she believes that Council should be looking at the budget as Council Priorities. She stated  
66 that the budget cycle is year-round, however, it starts in November with Council Priorities. She stated that  
67 staff develops a tentative budget based off the policy and priorities, economic assumptions, demands,  
68 mandates, as well as several others. She stated that the final budget reflects all of those things. She stated  
69 that Council should be looking at how economic assumptions change and are we getting the things done that  
70 we set out to do with the budget (Council Policies and Priorities). Garrett stated that the numbers could show  
71 Council how much a “mandate” is actually costing the city, or how much a “priority” is actually costing the  
72 city. Council Member West stated that Council also needs to consider what is happening with the economy,  
73 as costs affect projects.  
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75 **- Response to Council Requests from Council Retreat**

76 Hanson stated that improved lighting was discussed at the Council Retreat. He stated that Meibos reached  
77 out to Rocky Mountain Power. RMP did an audit of our external lights. They recommended that all our  
78 lighting should be changed to LED lighting. He stated that RMP has stated that 230 lights need converting  
79 to LED, costing over \$50,000, with a return on investment after 3 years. He stated that after that, the city  
80 would be saving money by entering into the LED program He stated that is one option to consider.

81 Hanson stated that it could be included in the budget this year, or included in the five year plan. Council  
82 Member Zishan asked if the City has considered solar powered lights. Hanson stated that the ROI may not  
83 last as long as the solar panels. Hanson stated that the challenge is the battery pack needed to carry power  
84 through the night. Council Member Zishan stated that he supports putting the item on the agenda in the  
85 future but would also like a little information on what it would take/cost for solar lighting.

86 Council Member Parkinson stated that she is encouraged by the LED option as it is in our capability at this  
87 time. Council would like a little more information on solar power.  
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89 Hanson stated that there was a request to look into more lighting for Rohmer Park. Hanson stated that it will  
90 be brought back to Council for consideration once we receive the estimate from Rocky Mountain Power on a  
91 proposed plan to increase lighting. Council Member Davidson stated that there are dark spots at Rohmer

92 and there are “shenanigans” happening at night.  
93 Hanson stated that there are two flock cameras that could go to a different location. Lt. Endsley stated that  
94 one of the three flock cameras is being proposed to be moved, as Riverdale has installed a camera in close  
95 proximity. He stated that it shouldn’t be a problem to move the installed camera to a different location. He  
96 noted that there are better ingress and egress candidates for the camera installed at City Hall. He stated that  
97 there is interest from the Council to add cameras and spoke of proposed locations in which they could be  
98 installed.  
99 Mayor Allen stated that as far as safety is concerned, he believes that everyone would like for staff to move  
100 forward with all three options.

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**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  
Parks and Recreation Director Carlos Grava  
Court Supervisor Sariah Songer  
City Recorder Amy Rodriguez  
City Manager Tom Hanson

**OTHERS PRESENT:**

Names unknown (2)

**2. ROLL CALL**

**6:00 P.M.**

**3. PLEDGE OF ALLEGIANCE**

**4. WELCOME**

**5. CONSENT ITEMS**

**5.1 APPROVAL OF AGENDA AND JANUARY 20, 2026, COUNCIL MEETING**

Item 5.1 was approved by general consent.

**6. CITIZEN COMMENTS**

There were no citizen comments.

**7. NEW BUSINESS**

**7.1 DISCUSSION/MOTION: APPROVAL OF 2026 APPLICATION AND CITY CONTRIBUTION MATCH FOR THE UTAH OUTDOOR RECREATION GRANT**

Grava stated that the application is for the Wright Park Playground Replacement. He stated that this is a new grant that is specifically for small park projects. He stated that Weber County requires a 50 percent match for this grant. He stated that the total of the application is \$204,672. He stated that we are requesting \$85,280 for the grant amount, noting that the city match will be \$85,280 as well. He stated that staff is also requesting \$34,112 for contingency costs.

Grava stated that the maintenance is already ongoing and accounted for within the budget. He stated that the deadline for the application is this month.

Grava stated that there are no modifications to the size of the playground.

Grava stated that there are plans to update the basketball court, but stated that we are not able to include the basketball court in this grant.

Grava stated that the project was within our five-year plan, however, the grant helped expedite the project.

192 He stated that it is a safety priority, as the equipment is damaged and needs replacement.

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**Motion by Council Member Parkinson  
Seconded by Council Member Thomas  
To approve the application and City contribution match  
For the Utah Outdoor Recreation Grant  
To replace the playground equipment at Wright Park  
Approved unanimously (5-0)**

**7.2 MOTION/RESOLUTION 26-01: APPROVAL OF INTERLOCAL AGREEMENT  
BETWEEN WASHINGTON TERRACE CITY, MARRIOTT-SLATERVILLE CITY  
AND OGDEN VALLEY CITY FOR JUSTICE COURT SERVICES**

Hanson stated that the court is currently split with Marriott-Slaterville City. He stated that we have been approached by Ogden Valley City to take on their court. Hanson stated that staff did a review of our capacity to include the 480 cases per year to our court. Hanson stated that staff felt that it was well within our ability to cover the services of the new court. Hanson stated that we would remain a class two court. Hanson stated that Ogden Valley City will receive the 50/50 split, less the hard costs of running their court (jury fees, interpreter fees, prosecutor, etc.). Hanson stated that court is a general fund expense and it is anticipated that we will receive \$32,486 in revenue per year. Hanson stated that the 50/50 split is set by state mandate, unless there are negotiations. Hanson stated that it is in the best interest to stay with the standards set by the state. Council Member Parkinson stated that it is important to review the fiscal impact with the estimated costs and noted that it will be interesting to see how it develops.

**Motion by Council Member West  
Seconded by Council Member Zishan  
To approve Resolution 26-01  
Approving the interlocal agreement between  
Washington Terrace, Marriott-Slaterville City, and Ogden Valley City  
For Justice Court Services  
Approved unanimously (5-0)  
Roll Call Vote**

**7.3 DISCUSSION/MOTION: APPROVAL TO AWARD CONSTRUCTION  
CONTRACT FOR THE 2025 CDBG PROJECT : STREET ACCESSIBLTY AND  
SAFETY PROJECT- ROHMER PARK ENTRANCE (NORTH END)**

Rodriguez stated that this award is for the Rohmer Park North End entrance project for last year's CDBG Project. We were unable to commit funds and award the Contract in July due to the delay in receiving the executed contract with the state for CDBG. Rodriguez stated that the grant funds have been allocated to the state and the city received the executed contract in January as well as the approval from the state to proceed with the grant. Rodriguez stated that Meibos has spoken with the contractor, and he agreed to hold the price of the original bid. Rodriguez stated that MSCI was the lowest qualified bidder. She added that because his bid was lower than anticipated, we were able to expand the scope of our project and add a concrete staircase to the lower end of Rohmer Park. Rodriguez stated that staff is asking to award the construction contract to MSCI for \$137,057 and authorize the Mayor and Staff to execute all applicable contracts.

239 **Motion by Council Member Thomas**  
240 **Seconded by Council Member Davidson**  
241 **To award the construction contract for the 2025 CDBG**  
242 **Project- Street Accessibility and Safety Project- Rohmer Park Entrance (North End)**  
243 **for \$137,057.94 and whatever we will need to stay in budget**  
244 **Approved unanimously (5-0)**  
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247 **8. COUNCIL COMMUNICATION WITH STAFF**

248 Council Member Davidson thanked Hanson and Rodriguez for not giving up on the North End grant  
249 project so that it can proceed.

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251 Council Member Parkinson thanked Garrett and Hanson for the willingness of staff to be able to discuss  
252 budget information and answer questions from the Council. She stated that she really appreciates that staff  
253 is open and willing to work with Council and keep them informed with things going on in the budget and  
254 the city.

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256 Mayor Allen stated that he gave a report at the WACOG meeting concerning the Transfer Station issue. He  
257 stated that it is moving slowly and they are awaiting numbers from the hauler. He stated that the cities will  
258 meet and discuss once the numbers are in. Mayor Allen stated that the director of the Transfer Station,  
259 John Watson, is trying to cut costs and keep all the services that are available now. Mayor Allen stated that  
260 he hopes we are able to keep competition alive.

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263 **9. ADMINISTRATION REPORTS**

264 Hanson stated that he has had discussion with the state concerning a Veteran's Cemetery on Stephens  
265 property. He stated that he was told that due to the nature of the project, it is fine for them to have it on  
266 sensitive lines. He stated that he recommended that they do geo-tech on the land. Hanson stated that it is a  
267 state project. Hanson stated that the city plays a minor role in the project but is excited to see it come into  
268 the city. He stated that the cemetery is tax-exempt, noting that he expects that they will be applying for  
269 utilities. Hanson stated that he has not viewed any plans as of yet. Hanson stated that it will be a private  
270 development, however, the city can make recommendations on the project. Hanson stated that they need to  
271 have the designs for phase one by September. Hanson stated that the maintenance will be done entirely by  
272 the Veteran's association.

273 Council Member West stated that he had a conversation with the owner of the River View Ranch and they  
274 have a facility that can be rented. He stated that the information can be found on their website.

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276 Hanson stated that there have been good results with the new Yoppify system. Hanson stated that it  
277 recently was used to notify late utility bills. He stated that the response has been positive. Hanson stated  
278 that it has been used to notify residents affected by a water leak within their area.

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280 **10. UPCOMING EVENTS**

281 February 16<sup>th</sup> City Offices closed for President's Day  
282 February 17<sup>th</sup>: Work Session (5:00 p.m.) and Council Meeting (6:00p.m.)  
283 February 26<sup>th</sup> : Planning Commission (Tentative)  
284 March 3<sup>rd</sup>: Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)  
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**11. MOTION: ADJOURN INTO CLOSED SESSION**

**Motion by Council Member Parkinson  
Seconded by Council Member West  
To adjourn into closed session  
Approved unanimously (5-0)  
Roll Call Vote taken  
Time: 6:45 p.m.**

**The Mayor and Council Adjourned into closed session to discuss:**

- To discuss the character, professional competence, or physical or mental health of an individual.

**12. ADJOURN THE MEETING**

**Motion by Council Member West  
Seconded by Council Member Thomas  
To adjourn the closed session and regular meeting  
Mayor Allen adjourned the meeting at 7:45 p.m.**

\_\_\_\_\_  
Date Approved

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City Recorder