

1 **City of Washington Terrace**

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3 **Minutes of a Regular City Council meeting**  
4 **Held on April 17, 2026**

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

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

- 8 Mayor Mark C. Allen
- 9 Council Member Anna Davidson
- 10 Council Member Zunayid Z. Zishan
- 11 Council Member Cheryl Parkinson
- 12 Council Member Jeff West
- 13 Council Member Michael Thomas - excused
- 14 Finance Director Shari' Garrett
- 15 Fire Chief Clay Peterson
- 16 City Recorder Amy Rodriguez
- 17 City Manager Tom Hanson

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19 **OTHERS PRESENT:**

20 None

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23 **1. WORK SESSION :**

**5:00 P.M.**

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

- 25 - **Fire Department Heavy Equipment Capital Replacement Plan**

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27 Hanson stated that the Building Fees were adjusted based on the work session conversation at the last  
28 meeting. They will be presented at the regular meeting.

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30 **Fire Department**

31 Chief Peterson stated that he re-vamped how the Department administers the equipment replacement plan.  
32 He stated that replacement is based upon age, maintenance, funding options, usage, mileage, among other  
33 factors.

34 Chief Peterson stated that the funding is not available for the ladder replacement in 2027, and it has been  
35 pushed out to 2028. He stated that building a unit takes around 3-5 years.

36 Chief stated that a good percentage of Fire Equipment has been awarded through grants. He stated that the  
37 future grant funding is unsure at this time.

38 Chief Peterson explained that a ladder truck is necessary due to the tall story buildings that are coming into  
39 the city. He stated that the ladder will function the same regardless of bells and whistles. He stated that the  
40 Capital Improvement Plan (CIP) will go before Council tonight for approval to move ahead and funding  
41 options will be decided later on through the plan. Hanson stated that the intent is to put place markers on  
42 replacement equipment so that a strategic funding plan can be discussed. He stated that at this time funding  
43 options have not been discussed beyond grants.

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45 Garrett stated that the five-year plan has been built into the budget document so that there is a plan. She

46 stated that there is a plan, however, the timeframes of some of the equipment and dollar amounts have  
47 changed so much necessitate the plan to come before Council at this time.  
48 Chief Peterson stated that a new apparatus has coverage included. He stated that buying a used apparatus  
49 comes with unknowns and risks. Chief Peterson stated that he built inflation into his projections. Chief  
50 Peterson stated that it depends on Council as to how old an apparatus can be for used purchase.

51  
52 Chief Peterson confirmed that Council would be approving the plan priorities, not the funding or purchase  
53 of the equipment.

54 Garrett stated that the items are essential items, not “nice to have”. She stated that grant or no grant, the  
55 items will need to be replaced. She stated that Council agreeing to the five-year plan, she can start building  
56 it into the plan and can begin advising Council on how to fund the items. She stated that the decisions today  
57 will set us up for the future. She stated that these are marching orders for her. She stated that approval is not  
58 locking Council into anything, but the plan will be used as a guiding tool as to how to plan the funding.

59  
60 Chief Peterson stated that the wear-and-tear on equipment can be very costly. He stated that there is a 20-25  
61 life span on a ladder truck. He stated that our current 2002 ladder truck was bought used. Garrett stated that  
62 we purchased the truck in 2015 for \$220,000.

63  
64 Chief Peterson stated that the five-year CIP summary shows the ladder truck in 2028, and the SCBA is  
65 scheduled for 2030. He stated that the radios are scheduled to be replaced in 2032. He stated that the skid  
66 unit can be taken off and put onto a new chassis platform in 2033. He stated that there are too many variables  
67 to go out any further.

68  
69 Garrett stated that she may not be prepared to make a recommendation in the coming months on the ladder  
70 truck, however, she feels confident that she should be able to make recommendations on the other items in  
71 the plan. Garrett stated that the buy in on the five-year plans give her the marching orders to build them into  
72 the budget or see if we need to go out for other types of funding.

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75 **Law Enforcement**

76 Hanson stated that there was an internal audit done at the County. He stated that the County Commissioners  
77 will be reducing the number of officers in the general fund by four units and the Sheriff will be increasing  
78 theirs by six. He stated that the Commission is set on the reduction, and they do not seem interested that the  
79 audit report was not completed. He stated that the report was not complete to plan from.

80 Hanson stated that he should receive the preliminary numbers from the Sheriff tomorrow and anticipates  
81 that the numbers will be a little softer than before. He stated that it may be a 22 percent Truth in Taxation  
82 increase. Hanson stated that he reached out to Riverdale and will reach out to Ogden to see if they want to  
83 take care of our law enforcement needs.

84 Hanson stated that there are benefits to being a contract city and taking advantage of all of the services. He  
85 stated that we receive a lot of services for our money. Council Member Zishan stated that he recognizes the  
86 benefit that we receive from the County, but he stated that their pay schedule may become too unaffordable.

87  
88 Mayor Allen stated that they met with the School District today on percentage of payment for School  
89 Resource Officers (SRO). Hanson stated that we are asking the District to pay 100 percent of the 70 percent  
90 of the time the SRO are in session. Hanson stated that we are not asking them to pay for the time the officers  
91 are not in school. Hanson stated that the School District does not want to pay their full freight. He stated that

92 the District is not interested in moving the funding to the general fund.  
93 Hanson stated that the contract entities pay the freight for SRO's. He stated that the residents will pay either  
94 way, either through our TNT or the School District TNT. Hanson stated that essentially all property tax is  
95 paying for law enforcement.

96  
97 Hanson stated that we are moving forward in preparation with the numbers that we currently have.  
98 Garrett stated that we are preparing for Truth in Taxation Process. She stated that the start date has been  
99 pushed up this legislation session. Garrett stated that the 22 percent spoken of earlier is based off the 2025  
100 assessed value calculation. She stated that it is based off of the February numbers from the Sheriff. She  
101 stated that she believes that the final numbers will be plus or minus 3 percent. She stated that we will not  
102 receive our numbers until June. She noted that we do not receive our rates until late June. She stated that  
103 we will be using estimates going through the process.

104  
105 Council Member Parkinson asked if we could look at our budget and determine what we can cut to help with  
106 the numbers. She stated that there are some things that don't make a difference in the budget.

107 Council Member Zishan stated that the economy is bad right now. He suggested taking the \$600,000 that  
108 we will receive in October to buy us time. Garrett stated that one-time monies will compound the ongoing  
109 cost. She stated that the cost will continue to rise and within three years we will be three years behind.

110 Council Member Zishan stated that if we could use some of the monies to buy us time to cover this year and  
111 have a plan for next year. Mayor Allen stated that the County Commission has been kicking the can down  
112 the road and now we have a problem. He stated that we knew this outcome was coming for two years and  
113 have been planning. He stated that the Commission raised the amount more than was discussed.

114 Council Member Parkinson asked if the \$600,00 can be used for fire equipment. Garrett stated that the  
115 Council earmarked the funds for parks and we have leveraged some of those funds against grants.  
116 She stated that the earmark can be moved. She stated that we are in the phases of the budget season and  
117 would like to work on bringing back some more information.

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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 - excused.  
Finance Director Shari' Garrett  
City Recorder Amy Rodriguez  
City Manager Tom Hanson  
Lt. Sean Endsley, Weber County Sheriff

**OTHERS PRESENT:**

**2. ROLL CALL**

**6:00 P.M.**

**3. PLEDGE OF ALLEGIANCE**

**4. WELCOME**

**5. CONSENT ITEMS**

**5.1 APPROVAL OF AGENDA AND MARCH 17, 2026, COUNCIL MEETING  
MINUTES**

Item 5.1 is approved by general consent.

**6. CITIZEN COMMENTS**

There were no citizen comments.

**7. RECURRING BUSINESS**

Recurring Business are agenda items that have previously been brought to Council for discussion

**7.1 MOTION/RESOLUTION 26-03: TO AMEND BUILDING PERMIT INSPECTION  
FEES**

Garrett stated that the resolution addresses the direction from Council to change the base fee to eliminate the reinspection fee. She stated that staff are proposing for the fee to reflect the total actual service cost. She stated that the reinspection or no-show fee is new, and it is proposed at \$50.00. Garrett stated that the specialized inspection is an inspection that is required by law to have a minimum of two inspections. Council Member Zishan stated that we have not increased our fees in over two decades. He stated that he understands that \$47.00 is under cost but would rather implement the fees in phases as to not overburden people with dumping major fees changes upon them.

Council Member Zishan asked if a surrounding city comparison was completed. Garrett stated that the Building Inspector spoke on surrounding cities at the work session, but was unsure if he had

185 communicated the results in writing. Council Member Zishan asked to table the item for more discussion.  
186 Mayor Allen stated that he recognizes the concern that the fees are higher and he considered a phase in of  
187 the fee as an option as well, but he understands that we have not raised fees in over 20 years. He stated that  
188 kicking the fees down the road will compound the issue. Council Member West stated that the fees are not  
189 affecting all residents, just those who are using the service. He stated that he doesn't know how we could  
190 phase in an increase because someone putting on a roof this year will not be paying a fee next year. He  
191 stated that the residents using it next year will have a higher price so it would be the same concern next  
192 year. Council Member Zishan suggested a four-year phase in approach.  
193 Mayor Allen stated that his idea of phasing is a two-year approach.  
194 Garrett stated that staff are looking at the data so that the programs cover the cost of the service being  
195 used. She stated that staff follow Council Priorities to remain fiscally responsible. She noted that Council  
196 directed staff to find ways to pay for specialized services by having the resident using the service pay for  
197 the cost of that service and not have other residents subsidize their service.  
198 She stated that a lot of the permits are pulled through contractors, however, some residents pull their own  
199 permits. She stated that we could put a notice out to inform residents.

200  
201 Garrett stated that the fees that are being considered are for "over the counter" types of permits, not new  
202 construction. Council Member West stated that he likes the idea of postponing the effective date to give  
203 people notice to plan. Council Member West stated that we cannot continue to subsidize, however, he  
204 would like to postpone until August.  
205 Council Member Parkinson stated that if the fees are not covered by people using the service, all residents  
206 will be taking on the responsibility of paying for the service through taxes. She stated that she is hesitant  
207 to agree to wait on implementation. She stated that the reality is that 99 percent of the residents do not  
208 know these fees exist until they go to get their permit.  
209 Garrett stated that the fee schedule can go into effect at a date of Council's choosing.  
210 Council Member Zishan asked for a work session to discuss the city comparison information and review  
211 the fee suggestions.

212  
213 **Motion by Council Member Zishan**  
214 **Seconded by Council Member Parkinson**  
215 **To table the resolution 26-03**  
216 **For further discussion through a work session**  
217 **Approved (4-0)**

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219 A tentative work session is scheduled for after the meeting on April 21<sup>st</sup> pending completion of the city  
220 comparison report.

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222 **8. NEW BUSINESS**

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224 **8.1 PRESENTATION: FIRE DEPARTMENT QUARTERLY REPORT**

225 Chief Peterson stated that the department still has 32 percent of calls going to nursing homes.  
226 He stated that he has seen a large increase in wildland and grass fires due to the dry and hot season. Chief  
227 Peterson stated that Council could consider options for fireworks and fire prohibition this year. He stated  
228 that we cannot legally ban fireworks throughout the entire city, but areas can be discussed and no-fire bans  
229 can be put in place. He stated that no smoking outside of cars or homes could be a consideration.  
230 Chief Peterson stated that there is a 5K this Saturday and it will affect Ridgeline avenue and Golden West

231 Credit Union.  
232 Chief Peterson stated that there will be an Emergency Preparedness Fair on May 2<sup>nd</sup> from 10:00-2:00 at the  
233 West Stake. The Fire Department will be participating in the Fair.

234  
235 **8.2 DISCUSSION/MOTION: APPROVAL OF THE FIRE DEPARTMENT MAJOR**  
236 **BUDGET ITEMS 5 YEAR CAPITAL REPLACEMENT PRIORITY PLAN**

237 Chief Peterson stated that he is asking for approval of the five-year capital plan replacement plan which  
238 was discussed in the work session and is explained in the packet so that we can put place markers in the  
239 budget and strategize funding options moving forward.

240 Council Member West stated that the plan was discussed earlier at the work session and wanted to note to  
241 those not in attendance that the first replacement item is not due until 2028.

242  
243 **Motion by Council Member West**  
244 **Seconded by Council Member Parkinson**  
245 **To approve the Fire Department Major Budget Items**  
246 **Five Year Capital Replacement Priority Plan**  
247 **Approved unanimously (4-0)**

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250 **9. COUNCIL COMMUNICATION WITH STAFF**

251 Council Member Davidson stated that Grava did a great job with the Easter Egg Hunt and appreciates all  
252 the hard work in organizing the event.

253  
254 Council Member Zishan stated that Victory Park looks open and looks great. Hanson stated that the  
255 Ribbon Cutting Ceremony will be held on April 15<sup>th</sup> at 6:00 p.m.

256  
257 Council Member Parkinson also expressed appreciation to Grava and his team, plus the Bonneville  
258 Students who helped fill the eggs for the event. She stated that it is a very well attended event and  
259 appreciated the great job of the kind Easter Bunny.

260 Council Member Parkinson stated that residents are concerned with water conservation and reminded staff  
261 to be mindful with our city water use. Hanson stated that he wants to make sure that people do not use  
262 their culinary to water the lawn until the secondary water comes on.

263  
264 Council Member West stated that there were a lot of people enjoying Victory Park and agreed that it  
265 looked great.

266  
267 **10. ADMINISTRATION REPORTS**

268 Hanson stated that he and Grava expressed appreciation to the RAMP Board. He stated that the RAMP  
269 grant funding is a county wide effort. He stated that we are fortunate to have a clean application process to  
270 make better projects as a result of the funding pulled from the entire county.

271  
272 Hanson stated that the Public Works Shop is open 7:00am-3:30pm for Green Waste drop off through  
273 April. He stated that the curbside pickup service is April 20-24<sup>th</sup>. Hanson stated that the Rohmer Park  
274 Spring Cleanup service project will be on April 25<sup>th</sup>.

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**11. UPCOMING EVENTS**

April 7<sup>th</sup>: Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.)  
April 11<sup>th</sup>: Golden West 5K Run-for-Schools event 8:30 a.m.  
April 14<sup>th</sup> : Special Council Work Session 5:00 p.m.  
April 20-24<sup>th</sup>: Spring Green Waste Curbside Pick-up  
April 1-30<sup>th</sup> : Spring Green Waste Drop-off (7:00 a.m.- 3:30 p.m. Sundays excluded)  
April 21<sup>st</sup>: Work Session (5:00 p.m.) and Council Meeting (6:00 p.m.) – tentative  
April 22-24<sup>th</sup>: Utah League of Cities and Towns Conference- St. George  
April 25<sup>th</sup>: Rohmer Spring Clean Up 8-11 a.m.  
April 30<sup>th</sup> Planning Commission Meeting 6:00 p.m. (tentative)

**12. ADJOURN THE MEETING**

**Motion by Council Member Parkinson  
Seconded by Council Member Davidson  
To adjourn the meeting  
Approved unanimously (4-0)  
Time: 6:49 p.m.**

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

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**City Recorder**

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