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City of Washington Terrace

**Minutes of a Regular City Council meeting
Held on April 21, 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

OTHERS PRESENT:

**1. WORK SESSION 5:00 P.M.
1.1 **PRESENTATION/DISCUSSION: FY 2026-27 TENTATIVE BUDGET AND
FY 2028-31 BUDGET PLAN****

Garrett reviewed the foundation to which the budget is based. She stated that the Major Budget Items were discussed at the work session last week.

Garrett stated that the budget schedule is more rigorous this year, as the legislative process has changed for Truth-in-Taxation. She reviewed the schedule, highlighting new procedures.

Garrett stated that there will be a public information component concerning Truth-in-Taxation. The city will use social media, city websites, and podcasts. Garrett stated that there will be a public information meeting with Q&A in July. Garrett stated that the property valuation notices will be sent out in July by mail.

Garrett stated that we would need to do a Truth-in-Taxation this year even with the lower Sheriff Contract amount so that we can be sustainable throughout the years. She noted that not having a T-n-T this year will compound the issue next year. She stated that the increase in the percentage of the tax raise may be down to the single digits if the increase for Law Enforcement is lower than previously stated. Garrett stated that it would be advisable to have a small increase each year. She stated that this can be a topic for a future date.

Garrett reviewed the economic assumptions from 2025. She noted that tariffs were of high interest last year. She then compared the assumptions to this year, noting that the assumptions are very similar. She noted that she will continue to watch current events (gas prices, geopolitical conflicts, inflation etc.) and see how they affect the economic assumptions and adjust from there.

46 Garrett reviewed the underlying assumptions used to form the budget. She stated that we are at less than
47 one percent in sales tax growth, noting that it is basically flat. Her assumption from the indicators that she
48 is receiving is showing low to moderate sales tax growth.

49 Garrett stated that the grant outlook is strong at the local level, however, uncertain at the federal level.

50 Garrett stated that taking on the Ogden Valley Court may help with new ongoing revenue.

51 Garrett noted that the Southeast RDA investment will be seen in 2027.

52 Garrett stated that investment returns will decline.

53 Garrett stated that the user fees for Utility Rates will increase due to the increase in the rate and not
54 Increase in users.

55

56 Garrett stated that our contracts have built-in cost increases in which we do not have any control. She
57 stated that levels of service are costs that we can control and noted that Council should be mindful of the
58 levels of service that we are offering or may want to offer. Garrett stated that there are increased costs
59 with increased levels of service rather than just maintaining the level.

60 Garrett stated that there is an increase in demand for Park Services, stating that there are costs involved
61 when a new park or feature is put into place.

62

63 Garrett noted that technology cost changes are showing up in the budget due to increased levels of service
64 with information output.

65

66 Garrett stated that high market volatility and economic uncertainty are driving the economic assumptions.
67 She stated that she is not overly reactive but is keeping an eye on issues.

68 She stated that wage inflation has been tempered. Garrett stated that we want to see economic
69 expansion that brings a net benefit back to the city.

70

71 Garrett stated that our contingency reserves are adequate, noting that the contingency balances are
72 expected to decline over the years. She stated that it is a planned reduction in reserves. She
73 stated that we will be investing in streets, parks, and fire equipment. She stated that this is by design.
74 She stated that the reserve plan will remain in the adequate range in the five-year plan because it is a
75 planned reduction.

76

77 Garrett reviewed the SWOT (strength, weakness, opportunities, and threats).

78 She stated that financial planning is one of our strengths.

79 She stated that the low growth in the city is considered a weakness. She stated that new ongoing costs are
80 also challenging, noting that increasing levels of service increase costs.

81 Garrett stated that we have been able to maximize our grant opportunities, which is an opportunity. She
82 noted that we should be mindful not to become overly reliant on grant funding because if it goes away it
83 could be considered a threat.

84 Garrett stated that our investment earnings is another opportunity to fund one-time projects.

85 Garrett stated that the new addition of the OVC court revenue is an opportunity.

86

87 Garrett stated that unfunded mandates are a real threat. She stated that some are indirect (police services),
88 while others are direct (Central Weber Sewer). Garrett stated that technological risks can be a threat as
89 well.

90

91 Garrett presented the utilities city comparison chart, noting that will follow up on the topic during the
92 Utilities discussion in a few weeks. Garrett noted that we are on the lower end of the rate chart and have
93 stayed moderate and comparable. She noted that the overage usage fee structure may put someone in the
94 higher range of the chart.

95
96 Garrett presented a property tax comparison chart as of 2025. She stated that some of the entities are part
97 of the fire district. She stated that our property tax is moderate when compared to the other taxing entities.

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99 Garrett stated that the tentative budget will be presented at the first meeting in May.

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DRAFT

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142 **City of Washington Terrace**
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144 **Minutes of a Regular City Council meeting**
145 **Held on April 21, 2026**
146 **City Hall, 5249 South 400 East, Washington Terrace City, Utah**
147

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

149 Mayor Mark C. Allen
150 Council Member Anna Davidson
151 Council Member Zunayid Z. Zishan
152 Council Member Cheryl Parkinson
153 Council Member Jeff West
154 Council Member Michael Thomas
155 Public Works Director Jake Meibos
156 Finance Director Shari' Garrett
157 City Recorder Amy Rodriguez
158

159 **OTHERS PRESENT:**

160 Kirt Freeland, Brett Reece
161
162

163 **2. ROLL CALL**

6:00 P.M.

165 **3. PLEDGE OF ALLEGIANCE**
166

167 **4. WELCOME**
168

169 **5. CONSENT ITEMS**

170 **5.1 APPROVAL OF AGENDA AND APRIL 7, 2026, COUNCIL MEETING MINUTES**
171 **AND APRIL 14, 2026, COUNCIL WORK SESSION MINUTES**

172 It was noted that clarification language was added to the work session minutes.

173 Item 5.1 approved by general consent.
174

175 **6. SPECIAL ORDER**

176 Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions by Council,
177 Chair opens public hearing, citizen input; Chair closes public hearing, then Council final discussion.
178

179 **6.1 PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**
180 **SECOND PUBLIC HEARING TO HEAR CITIZEN INPUT CONCERNING THE**
181 **PROJECT THAT WAS AWARDED UNDER THE 2026 COMMUNITY**
182 **DEVELOPMENT BLOCK GRANT PROGRAM**

183 **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC HEARING:**
184

185 **Mayor Allen opened the public hearing at 6:04 p.m.**

186
187 Mayor Allen opened the second public hearing for the CDBG program. Mayor Allen stated that
188 this hearing was called to allow all citizens to provide input concerning the project that was
189 awarded under the 2026 Grant Year Community Development Block Grant Program.

190
191 The City has amended its capital investment plan and decided to apply for funds on behalf of the
192 500 West Trenchless Sewer Rehabilitation Project located on 500 West between 4800 South and
193 4400 South.

194
195 The Mayor introduced Amy Rodriguez as Grant Manager and Jake Meibos as the Project Manager.

196
197 The Mayor explained that the application was successful in the regional rating and ranking process
198 and The 500 West Sewer Rehabilitation Project was awarded \$215,795 of the total project cost of
199 \$350,886.

200 The Mayor explained the project to those in attendance. The project consists of rehabilitation of
201 1735 linear feet of a 12-inch concrete sewer main located on 500 West in between 4800 South and
202 4400 South.

203
204 The Mayor then asked for any comments, questions and concerns from the audience.

205 The only question came from Council Member Parkinson who asked if the streets will be impacted.
206 Meibos stated that there would not be any digging or tearing up of the road.

207
208 The Mayor stated that copies of the capital investment plan are available if anyone would like a
209 copy.

210
211 There were no more comments and the hearing was adjourned.

212
213 **Mayor Allend closed the Public Hearing at 6:08 p.m.**

214
215
216 **7. CITIZEN COMMENTS**

217 There were no citizen comments.

218
219 **8. NEW BUSINESS**

220
221 **8.1 MOTION: APPOINTMENT OF PLANNING COMMISSIONER**

222 Mayor Allen asked for the consideration and consent of Council to appoint Kirt Freeland as Planning
223 Commissioner. Mayor Allen stated that he interviewed the three applicants who applied. He stated that he
224 will keep the other two applications on file for future openings, noting that they were all excellent
225 candidates.

226 **Motion by Council Member West**
227 **Seconded by Council Member Thomas**
228 **To appoint Kirt Freeland as Planning Commissioner**
229 **For a four-year term**
230 **Approved unanimously (5-0)**

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8.2 DISCUSSION/MOTION: APPROVAL TO AWARD THE CONSTRUCTION CONTRACT FOR 2026 STREET MAINTENANCE PROJECTS

Meibos stated that the bids were very competitive this year. Meibos stated that the Street Maintenance Projects consist of asphalt repairs, slurry seal, chip seal, and striping. He stated that some of the roads are going to change and have a tighter feel. He stated that some of the roads will include shoulders on the road to slow down traffic. He stated that 5600 South is one of the roads that will include the new striping. He stated that Ridgeline will also be striped for mixed use. Meibos stated that the lowest responsible bidder was Staker Parsons for \$335,469. Meibos stated that he is very comfortable with Staker Parsons, as we have worked with them before. Meibos stated that he does not have a project schedule as of yet, but the projects will be completed before the fall, noting that the striping will be the last item. Meibos stated that there will be some asphalt replacement in a section of 375 East. Meibos stated that the work on 5600 South does not include any utilities and should not affect the construction of the new building.

**Motion by Council Member Parkinson
Seconded by Council Member Davidson
To award the Construction Contract for the 2026
Street Maintenance Projects
To Staker Parson
Approved unanimously (5-0)**

8.3 MOTION/ RESOLUTION 26-04: APPROVAL OF THE MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT

Meibos stated that the report must be completed annually and submitted to the Department of Water Quality. He stated that the report is a breakdown of our sewer system, funding, and operations. He stated that the state uses the information to determine what type of funding and education may be needed within the state for wastewater systems.

**Motion by Council Member Thomas
Seconded by Council Member Parkinson
To approved Resolution 26-04
Approving the Municipal Wastewater Planning Program Report
Approved unanimously (5-0)
Roll Call Vote**

8.4 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

South Ogden Animal Control officer Brett Reece outlined the process for barking dog complaints, noting that most of the time the barking resolves itself. Council Member Parkinson asked what types of calls fall under the “calls for service” category on the report. Reece stated that they are mainly comprised of phone customer service and not necessarily house calls. Reece stated that the patrols at Rohmer Park have been going well. He stated that he has spoken to several residents concerning leashing their dogs. He stated that there is not much he can do about owners who do not pick up after their dogs. Mayor Allen stated that the dog bag stations are to be kept stocked. He stated

277 that the upcoming Dog Park may help with the situation. He noted that the dog park would be fenced.

278

279 **8.5 PRESENTATION: SHERIFF OFFICE QUARTERLY REPORT**

280 Lt. Endsley presented the report, stating that there have been adjustments to pay and staffing this year. He
281 stated that the pay adjustments went into effect in January, noting that it has helped the department to
282 recruit and retain employees. He stated that competitive pay has contributed to higher quality applicants
283 overall. Lt. Endsley stated that the staffing crisis started in 2023, noting that the retention rate for
284 applicants decreased each year. He stated that they have hired 9 employees this year and they are still
285 active with the department. Lt. Endsley stated that most of the new employees over the past several years
286 are still active within the department. He noted that this shows that the pay adjustment helps with the
287 retention of officers, as well as lateral moves from other departments.

288

289 Lt. Endsley stated that the finalization of the budget adjustment occurred this morning and stated that there
290 will be a net gain of 6 officers. He stated that the contract staffing has not kept up with the population
291 growth over the last 10 years. He stated that the overall goal of increasing staffing is to match the demand
292 for service, allow for proactive enforcement, and increasement of levels of service to contract cities.

293

294 **9. COUNCIL COMMUNICATION WITH STAFF**

295 Council Member Davidson stated that the Victory Park opening was fun and thanked everyone who
296 attended.

297 Council Member Parkinson stated that she is looking forward to having information in the newsletter
298 concerning the construction of the Overland West building so that residents will be informed about the
299 project.

300 Council Member Parkinson expressed her appreciation to Martin Nish for his great work that he is doing
301 with Code Enforcement. She stated that a resident came to her with questions and she was able to speak to
302 Nish about it which resulted in the concern being addressed. Council Member Parkinson stated that the
303 city has great personnel who are able to help residents when they have comments and questions.

304

305 Council Member Thomas asked if there is any way to have a crosswalk on 100 East and Ridgeline for the
306 children crossing for school. Mayor Allen stated that he and Meibos are looking into a crosswalk by
307 Victory Park as well. Meibos stated that the city can put crosswalks where we feel that they are needed.
308 He stated that he would work with the Sheriff Office on locations. Mayor Allen suggested that signs be put
309 up when new crosswalks are striped.

310

311 **10. ADMINISTRATION REPORTS**

312 There were no Administration reports.

313

314 **11. UPCOMING EVENTS**

315 April 30th : Planning Commission Meeting 6:00 p.m.

316 May 5th : City Council Work Session (5:00 p.m.) and City Council Meeting (6:00 p.m.)

317 May 5th : RDA Meeting following the regular meeting

318 May 19th : City Council Work Session (5:00 p.m.) City Council Meeting (6:00p.m.)

319 May 25th : City Offices closed in observance of Memorial Day

320 May 28th: Planning Commission Meeting 6:00 p.m. (Tentative)

321

322 **12. ADJOURN THE MEETING**

323 **Motion by Council Member Thomas**

324 **Seconded by Council Member David**
325 **To adjourn the meeting**
326 **Approved unanimously (5-0)**
327 **Time: 6:42 p.m.**

328
329 Council Adjourned into a Work Session.
330

331 **13. WORK SESSION (Immediately following the regular meeting)**

332 Topics to include; but are not limited to: Building Permit Inspection Fees
333

334 Mayor Allen stated that Council assigned staff to give a cost as to what it actually costs to issue a building
335 permit.

336 He stated that we need to be fiscally responsible to charge that amount to the residents that use the service
337 and not pass the cost on to others through the General Fund. He stated that the comparison report shows
338 that other cities use different measures to determine their permit fees.

339 He stated that he is on the mindset to charge the fees as presented.
340

341 Garrett stated that cities approach fees differently, noting that their cost recovery processes are different,
342 and their timeline for fee studies are different. She stated that it is hard to compare with other cities due to
343 their processes.
344

345 Council Member Zishan thanked Garrett for the comparison chart. Garrett stated that one way to bring
346 costs down could be to be more efficient within our system. She stated that she looked through the
347 processes and data provided to her and did not see anything that stood out that could be more efficient to
348 drive down costs. Garrett stated that having the once internal position become a contracted service
349 highlighted that realization that we were not even covering the cost of the service with our fees.
350

351 Council Member Zishan stated that the city is a “not-for-profit” organization. He stated that we provide
352 services to citizens in the most cost-effective way. He questioned if Council really want to stay with the
353 process of cost recovery. Council Member Davidson stated that we cannot provide the service at a deficit
354 because we are being charged by the contractor. Council Member Zishan stated that we have not increased
355 the fee in 24 years and understands that we need to increase our price. He suggested having a base fee and
356 then add on charges if the permit requires re-inspections. He stated that he feels that the proposed increase
357 is too high of a jump. Council Member Zishan stated that we can revisit the fee schedule next year.
358

359 Council Member Davidson stated that the complex inspections should be higher than the base fee.

360 Council Member West stated that some of the cities in the comparison base their fees on the valuation of
361 the project. Garrett stated that a tier system would adjust itself through inflation with the valuation of the
362 project. She noted that there is not a direct link between valuation and cost to the city.

363 Mayor Allen stated that he does not want to pay the Building Official more than what we bring in through
364 fees.

365 Council Member Parkinson stated that we want to be fiscally responsible in covering our costs but stated
366 that she does not want to be making money off the fees, as we are a not-for-profit organization. She asked
367 if the proposed increased fees are to recover our cost or recover our cost “plus”. Garrett stated that a city
368 cannot charge fees in excess of actual cost. Council Member Zishan stated that some of the other cities are

369 not taking cost recovery into account.

370

371 Council Member Thomas stated that \$65-\$75 for the base fee is fair, with the higher inspection fees for
372 roofing and HVAC as listed. Council Member West stated that there should be a base fee across the board,
373 with added fees for more complex inspections. Garrett stated that some of the cost breakdowns include the
374 technology that allows us to take forms online. Council Member West stated that the base fees should be
375 simplified to consider the smaller costs like technology, phone calls, and permit issues and that cost should
376 be a standardized amount on top of the current \$47.00 fee.

377 Garrett noted that our permits must be issued by a licensed building official (Beacon) and are not issued by
378 the front-office staff.

379

380 Council Member Davidson stated that it seems weird to her to have odd amounts as the fee amount. She
381 stated that she believes that some projects are higher risk than others and should be charged accordingly.

382

383 Council Member Zishan stated that he feels that we are making the fee way too complicated. He stated that
384 we should have a standard fee that averages out at the end of the day.

385 Council Member West agreed that we cannot continue to subsidize the service and realizes that the cost
386 must increase. He questioned how we can soften the increase. He stated that he believes building permits
387 should be charged per usage and not subsidized by other residents. Council Member Zishan stated that the
388 city chose not to have an inspector on our payroll and believes that this is a basic service that all cities
389 provide. He suggested that we could increase the base fee and then keep track of what the cost is at the end
390 of one year to see if we need to adjust the cost next year.

391

392 Council Member West stated that we do not have the data to determine what projects would fit into a tier
393 system. He stated that there should be an opportunity for a resident to do a minor home improvement with
394 the ability to have an inspection.

395 Council Member Zishan suggested looking at how many permits we have had over the last year to
396 determine a clear picture of how much we are subsidizing.

397

398 Council would like more information before it is put back on the agenda. They agreed that it should be
399 within this budget cycle.

400

401 The work session adjourned at 7:29 p.m.

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Date Approved

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City Recorder

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DRAFT