

**Garland City Corporation
Public Hearings and
City Council Meetings
August 6, 2025**

Members Present:

Jeanette Atkinson
Sharla Nelson
Tena Allen,
Josh Munns
John Losee
Linda Bourne, Mayor
Kristal Edwards, Recorder

City Council Closed Session

Mayor Bourne called the regular meeting for August 6, 2025, to order at 5:39 p.m. at the Garland City Building. Council Member Nelson motioned to go into a closed session per 52-4-205 (1a). Council Member Atkinson seconded the motion. Mayor Bourne called for a roll call vote:

Council Member Losee – yes
Council Member Atkinson – yes
Council Member Allen – yes
Council Member Nelson – yes
Council Member Munns – Absent

The closed session began. The closed session was motioned to adjourn by Council Member Losee. Council Member Nelson seconded the motion. Mayor Bourne called for a roll call vote:

Council Member Losee – yes
Council Member Atkinson – yes
Council Member Allen – yes
Council Member Nelson – yes
Council Member Munns – Absent

Closed session adjourned.

City Council Work Session

Mayor Bourne called the work session for August 6, 2025, to order at 6:28 p.m. at the Garland City Building. The following Department Heads were present: Library Director Linda King, Park & Rec Director Shannon King, Public Works Interim Director Travis Atkinson, Emergency Preparedness Director Lanette Sorensen, Police Lieutenant Skyler Gailey, and Fire Chief Steve Harrington.

Lanette reported that the Stick Horse Race at the Wheat & Beet Days had a great turnout with 27 participants and received \$34 in donations. She noted that she would like to have a first-aid display sign on the Emergency Preparedness booth for next year's event. She reported that she will be teaching the upcoming ICS class on August 19th – 21st.

Steve reported that there has been a grass fire call almost every other day and that business is operating as usual. He noted that a patient was transported to Boise, Idaho, which resulted in a patient in Tremonton waiting about 30 minutes for service. He reported that the training was completed with three trainees, with two now fully certified, and one still needs to retest.

Skyler reported that the Sergeant testing will begin on August 7, 2025, which will be conducted by an outside organization. He reported that there are two officer openings on the Tremonton side and hopes to fill those positions in September. He reported that he is unable to send weekly reports due to the system being down for an unknown period of time. Lastly, he reported that the Horse & Buggy Parade celebration will be held on August 18th at 5 pm., and the Fair Parade will be held on August 20th at 5 pm, and to expect road closures for the parade route.

Travis reported that the public works department stayed busy and helped with the Wheat & Beet Days. He reported that he will be attending a training on August 7th. He reported that the painting machine clutch is not working and is in the process of trying to find a replacement part. For the record, he reported that the meter barrels are only to be managed by the public works department, not residents or other city personnel.

Linda reported that the library fundraiser dinner was held on Friday, August 1st, and had 180 participants attend, and 67 participants attended the movie in the park. She reported that she does not know the exact amount earned due to an issue with the Square report that is in the process of being resolved. She reported that the Chef Program has had 10 online participants. Additionally, she reported that the library Storytime has 30 – 35 kids attend each Monday. She reported on the library grants received and the grants that she will be applying for. Lastly, she reported that there will be an open house on August 26th at noon for homeschoolers.

Shannon reported that football games will begin on August 16th and continue through October. He reported that soccer registration is still ongoing. He reported that the neighbor near the park is still harassing patrons who park near his property, on city property. He requested that this issue needs to be addressed. He reported that the new ice machine is working great and did well during the Wheat & Beet Day weekend. Additionally, he reported that he requested, prior to the Wheat & Beet Day weekend, that the fireworks vendor avoid driving through the football field and must clean up after the show. He reported that both of those requests were ignored by the vendor. Council Member Atkinson apologized and noted that the vendors were told. A brief discussion ensued.

The meeting was adjourned at 6:59 p.m. by consensus of the Council.

City Council Meeting

Mayor Bourne called the August 6, 2025, City Council Meeting to order at 7:00 p.m. at the Garland City Building. Council Member Allen offered a prayer, and the Pledge of Allegiance was led by Council Member Atkinson.

Council Member Atkinson motioned to approve the agenda. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Council Member Nelson motioned to approve the minutes for July 9, 2025. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Open Comments

Merrilee Gardner had a question about the Palmer Annexation that is on the agenda. Kristal provided clarification that the Palmer agenda item is only for the city council to accept or deny the petition, and if passed, it will begin the 30-day protest period.

Public Hearing – Fines & Fee Schedule

Mayor Bourne called the August 6, 2025, Public Hearing for the Fines & Fee Schedule Public Hearing to order. Mayor Bourne called for any open comments to be heard.

Danny Austin questioned when the residents will be able to review the fines and fee schedule being discussed to provide comments during the public hearing. Council Member Nelson noted that this item has been on the last few city council agendas and advised that he may ask the front office for a copy. Tiffanie advised that once the council accepts the schedule, the schedule must be posted on the city's website for 30 days before it becomes effective. No additional open comments were made. Mayor Bourne closed the public hearing.

Treasurer Tiffanie Smith reported on the fines and fee schedule, noting that it is a state requirement for municipalities to maintain an up-to-date schedule. She reported that she has revised and thoroughly reviewed this fee schedule with the City Planner, City Building Inspector, and City Attorney, who all agreed and justified the schedule. Council Member Losee noted that he had compared the schedule being proposed for Garland City to Tremonton's schedule. He expressed his concern that the impact fee and connection fees are too high. Tiffanie reported that she has been reviewing and correcting financial records due to the previous staff splitting impact fees and reporting only half to the State of Utah. She reported that per Resolution R-10-14, this should have never occurred and has contributed to the negative sewer fund status, which increasing the impact and connection fees will help benefit the city out of this situation. Furthermore, Paul Taylor, Interim City Engineer, reported that he toured the Treatment Plant, whose capacity is .45, and last month we hit .6, which is over what it's permitted to run. He reported that the city is not looking to improve or expand in a few years. He reported that the city should get ready to expand the treatment plant very soon. Council Member Losee continued his concern that the fees are too high.

Mayor Bourne closed the Fines and Fee Schedule Public Hearing.

Public Hearing – City's Annexation Policy

Mayor Bourne called the August 6, 2025, City's Annexation Policy Public Hearing to order. Valerie Claussen, City Planner, reported that the policy will go before the Planning Commission on Tuesday, August 12, 2025, for possible action and is recommending continuance for the City Council on October 1, 2025. A brief discussion on annexation petitions, denial of petitions, and delayed petitions ensued. Council Member Nelson motioned to continue the Public Hearing for the City's Annexation Policy on October 1, 2025. Council Member Atkinson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Mayor Bourne closed the City's Annexation Policy Public Hearing.

Public Hearing – City's Engineering Standards

Mayor Bourne called the August 6, 2025, City's Engineering Standards Public Hearing to order. Mayor Bourne called for any open comments to be heard.

Merrilee Gardner reported that the council did not open the City's Annexation Policy for open comments for the Palmer Annexation. Clarification was provided to Merrilee that the annexation policy hearing will be continued at the next City Council meeting and that the Palmer Annexation Petition will be discussed later in the meeting.

Linda Ritter asked if trees are allowed in parking strips. Mayor Bourne noted that the city is trying to get away from trees in parking strips due to the damage caused by the roots to the street and sidewalks. A brief discussion ensued.

Paul Taylor reported that the standards were previously presented at the July Planning Commission, which resulted in revisions needed. He reported that this Engineering Standard policy has been revised and will be heard at the next Planning Commission meeting on August 12, 2025. He reported a brief overview on the standards and the street light

preferences. A discussion ensued. Council Member Losee motioned to continue the City's Engineering Standards on the September 17th City Council meeting. Council Member Atkinson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Mayor Bourne closed the City's Engineering Standards Public Hearing.

Public Hearing – City's Park Rule Ordinance

Mayor Bourne called the August 6, 2025, City's Park Rule Ordinance Public Hearing to order. Mayor Bourne called for any open comments to be heard.

Jan Davenport asked if we have current park guidelines. Mayor Bourne reported all of the City Park Rules listed on the ordinance.

Merrilee Gardner asked if there is a noise ordinance timeframe. Mayor Bourne provided clarification.

Linda King asked if the library has events at the park beyond 10 p.m., and if that is okay. Mayor Bourne reported yes, due to it's a city event.

Mayor Bourne closed the City's Park Rule Ordinance Public Hearing.

Mayor Bourne called the regular meeting back to order.

Old Business

Discussion on Possible Action on the 1400 South Sidewalk

Paul reported that the bid opening was held on Thursday, July 23rd. We had seven bidders, with the lowest bid coming from Bowcutt Excavation. He reported his proposal to accept the bid from Bowcutt Excavation for \$122,103.35. Paul reported that the grant ends at the end of the year, and Mayor Bourne noted that we currently have \$20,000 that we will use for this Safe Sidewalk project and not for the 925 and 1025 sidewalk. Council Member Atkinson motioned to accept the bid from Bowcutt Excavation in the amount of \$122,103.35. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. A further discussion ensued noting that the Safe Sidewalk grant received was \$60,000. Motion approved.

Discussion and Possible Action on 400 East Property

Council Member Nelson motioned to table the 400 East Property until we have a closing date. Council Member Atkinson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on Old Fire Engine

Mayor Bourne reported that we had listed the old fire engine through Public Surplus for 30 days. The auction closed on July 23rd, with the highest bid received being \$5,200. Mayor Bourne noted that we can relist the fire engine or decide if we should accept the bid. Council Member Atkinson motioned to accept the bid received for \$5,200. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

New Business

Discussion and Possible Action on the Palmer Annexation Petition

Valerie reported that the city and county received the Palmer Annexation Petition. She noted that the county has already sent out its notice, and the city needs to take action to accept or deny the petition. She reported that this petition is along the property line of the Udy Annexation and may be on the same ordinance as the Palmer annexation. Council Member Losee motioned to accept the Palmer Annexation Petition for 1350 West Factory Street, parcel number 06-056-0014, to begin the certification process. Council Member Atkinson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion on Bids – 1400 Safe Sidewalk

Mayor Bourne noted that this agenda item had already been previously discussed and voted on above.

Discussion on 1400 South Magnolia Farms Siphon

Paul reported a brief recap of the ongoing issue with the stormwater being tied into the irrigation system. He reported that one of the owners of the ditch will not sign the proposed agreement until the city agrees to filter the stormwater entering the irrigation system. He demonstrated how the city can remove and filter the stormwater and estimated the cost at around \$8,000 per filtration location box, with two boxes required, totaling about \$16,000. With that, he reported that the siphon cannot be built until the agreement has been signed by all parties involved. Additionally, Paul will get a more accurate bid to propose at the September 3, 2025, city council meeting.

Discussion and Possible Actions on Purchase Orders

PO#8120

Mayor Bourne reported that the purchase order #8120 is for the front office. Tiffanie reported that she is requesting a new laptop to become more efficient with accounting processing and storage capacity, as her system is outdated and runs slowly. Council Member Atkinson motioned to accept PO#8120. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

PO#8676

Linda reported that she would like to use her tech grant to purchase two updated 3D printers for the library. A brief discussion ensued. Council Member Atkinson motioned to approve PO#8676. Council Member Allen seconded the motion, with all council members present voting in favor of the motion. Motion approved.

PO#8679

Linda reported that she would like to use her LSTA grant for a new library computer. Council Member Atkinson motioned to approve PO#8679. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Ordinance & Resolutions

Discussion and Possible Action on Court Interlocal Agreement

Mayor Bourne reported that interlocal agreement had previously been accepted by the council and that Resolution R-25-15 formalizes the interlocal agreement beginning October 1, 2025, with Box Elder County.

Council Member Atkinson motioned to accept Resolution Number R-25-15 adopting the court interlocal agreement. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Resolution R-25-15 passed.

Discussion and Possible Action on Special Event Policy

Mayor Bourne reported that City Attorney Steve Brooks proposed the special event policy for the city. Council Member Atkinson motioned to pass Resolution Number R-25-16 adopting the Special Event Policy. Council Member Nelson seconded the motion. Mayor Bourne called for a roll call vote:

Council Member Atkinson – yes
Council Member Nelson – yes
Council Member Allen – yes
Council Member Losee – yes
Council Member Munns – absent

Resolution R-25-16 passed.

Ordinance O-25-04 – Fine & Fee Schedule

Council Member Atkinson motioned to pass the Ordinance O-25-04, adopting the fines and fee schedule. Council Member Nelson seconded the motion. Council Member Losee made known that he has land development in the city and expressed his concern that the fees are too high. Council Member Nelson expressed that this fee schedule is a starting point, and we can adjust as needed once the infrastructure studies have been completed. Mayor Bourne called for a roll call vote:

Council Member Atkinson – yes
Council Member Nelson – yes
Council Member Allen – yes
Council Member Losee – no
Council Member Munns – absent

Ordinance O -25-04 passed.

Ordinance O-25-06 – City Park Rules

Council Member Atkinson motioned to pass Ordinance O-25-06 adopting the City Park Rules. Council Member Allen seconded the motion. Steve noted that he did not add the penalty section to this ordinance and it will need to be amended at the next city council meeting. Mayor Bourne called for a roll call vote:

Council Member Munns – absent
Council Member Losee – yes
Council Member Allen – yes
Council Member Nelson – yes
Council Member Atkinson – yes

Ordinance O-25-06 passed.

Mayor and City Council Reports

Mayor Bourne reported her appreciation to Council Member Atkinson for all of her hard work and dedication to have another successful Wheat & Beet weekend. She reported that she would like to have Paul receive bids to resolve the driveway issue at 1027 West Factory Street. She noted that Steve will be signing the mylar for the road dedication map for Magnolia Farms. Furthermore, she reported that the extension agreement she signed on August 5, 2025, can be signed by the state for the CDBG grant work. She reported that she toured the treatment plant with Paul and Quinn to begin the process for the studies. Additionally, she reported that the school lunch ended on August 1st.

Skyler reported that there will be upcoming community outreach seminars to help protect and raise awareness in the community. He asked the council to send him any topics that they would like to see added to the seminars.

Mayor Bourne reported that the new business, Daisy Pac LLC, will hold their ribbon cutting on August 14th at 12 p.m. and noted that anyone is welcome to attend.

Mayor Bourne reported that Brent Nelson, with B&C Auto Salvage, received another contract from Visionary Homes and will be selling his property. With that, she noted that the business will close on August 11, 2025. She commented that the business has not had a business license for two years, but the only reason the business is closing is due to the owner is selling his property to Visionary Homes.

Council Member Allen did not have any reports.

Council Member Atkinson reported that the city needs to update the Wheelon Award plaque. She expressed her appreciation to Ben and Lara for doing a great job during the Wheat & Beet Days with the Youth Council. Additionally, she expressed her appreciation for the Veterans' appreciation, and she would like to continue this for the next Wheat & Beet Days. A brief discussion ensued.

Council Member Losee did not have any reports.

Council Member Munns is absent.

Council Member Nelson did not have any reports.

Financial Review – Approval of Payroll and Accounts Payable

Council Member Atkinson motioned to approve the coding for payroll and accounts payable. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Requests for Future Agenda Items

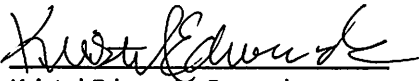
- 400 East Property
- City Engineering Standards
- Accurate Bids – Magnolia Siphon
- City Park Rules Penalty Amendment
- 1027 West Factory Street Sidewalk and Entry Way
- Solicitation Permit
- City App Discussion
- Police Vehicle Purchase

Council Member Losee questioned about adding a speed limit sign on East Factory Street and at the end of West Factory Street, as he has received a couple of complaints about speeding in the area. Also, he was wondering about live-streaming the city council meetings, as it has been requested in the community.

Council Member Atkinson motioned to adjourn at 9:40 p.m. Council Member Allen seconded the motion, with all council members present voting in favor of the motion. Motion approved.

The meeting was adjourned at 9:40 p.m. by consensus of the Council.

The undersigned, duly acting and appointed Recorder for Garland City Corporation, hereby certifies that the foregoing is a true and correct copy of the minutes for the Public Hearings and City Council Meeting held on the above-referenced date.


Kristal Edwards, Recorder