

**Garland City Corporation
City Council Meetings
September 18, 2024**

Members Present:

Tena Allen
Jeanette Atkinson (virtual)
John Losee
Josh Munns
Sharla Nelson
Linda Bourne, Mayor
Sharlet Anderson, City Recorder

City Council Work Session

Mayor Bourne called the September 18, 2024 work session to order at 7:00 p.m. at the Garland City Building. The following Department Heads were also present: Fire Chief Steve Harrington, Emergency Management Director Lanette Sorensen, and Public Works Director Skylar Hachmeister. Mayor Bourne stated she would like to excuse Police Lt. Skyler Gailey.

Spencer Parkinson from the Utah Rural Water Association addressed the council about the sewer treatment plant. He stated he has been working with public works and the mayor on checklists and procedures for maintenance and also extra equipment that should be kept on hand.

Department Head Reports

Steve Harrington reported that the new fire truck is ready for final inspection and that has been scheduled for October 3-5. He stated that two people are included in the price of the truck to travel to South Dakota but they would like to take two additional department members at the cost of \$1,800 per person. He also had pictures of the new truck in various states of progress. He gave copies of the Box Elder County Fire Agencies Consolidated Feasibility Study to the mayor and council and asked them to review the report so it could be discussed and he could answer any questions they had at a future meeting.

Lanette Sorensen reported that September is National Preparedness Month and she would be sending out challenge emails.

The Procurement Policy was on the agenda to discuss changing the amount required for a purchase order from \$50 to a higher amount. A discussion ensued.

The GIS System was next on the agenda for an update. Todd Freeman, City Engineer, stated that he is working with public works now that some kinks have been worked out to GIS everything in the city.

Council Member Atkinson requested the CASI report be on the agenda to get an update. She stated we cannot apply for any grants until this is completed and stressed that it needs to be done as soon as possible. Mayor Bourne stated she has asked Todd Freeman to help with the public works sections and has asked to have it done by September 30th. Todd explained it is a complicated inventory of all things current and future for public works and every department in the city.

The meeting was adjourned at 8:22 p.m. by consensus of the Council.

City Council Meeting

Mayor Bourne called the September 18, 2024, City Council Meeting to order at 8:22 p.m. at the Garland City Building. Council Member Nelson offered the prayer and the Pledge of Allegiance was led by Council Member Losee.

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

Council Member Losee motioned to table the minutes from September 4, 2024, for the time being. Council Member Nelson seconded the motion with all council members present voting in favor of the motion.

Council Member Nelson motioned to approve the minutes from February 21, 2024, public hearing minutes and the August 7, 2024 minutes. Council Member Allen seconded the motion with all council members present voting in favor of the motion.

Open Comments - None

Ordinances & Resolutions

Valerie Claussen, City Planner, explained Ordinance, O-24-04, which was brought to them at the last council meeting to clean up and reinstate the R-4 Zone, and answered a few questions.

Council Member Nelson motioned that we adopt Ordinance, O-24-04, approving the revisions to Title 9 of the Garland City Code, specifically Chapters 7D and Chapter 7E regarding the reinstatement of the R-4 Zoning District and the renumbering of the RM-12 Zoning District. Motion seconded by Council Member Allen. Roll call vote: Council Member Allen – yes, Council Member Atkinson – yes, Council Member Losee – yes, Council Member Munns – yes, Council Member Nelson – yes. Motion approved.

Valerie stated that we discussed Ordinance, O-24-06 at the last meeting and now an ordinance is prepared for not cutting into new streets for five years unless there is an emergency. A small discussion ensued.

Council Member Nelson motioned that we adopt Ordinance, O-24-06. Motion seconded by Council Member Losee. Roll call vote: Council Member Allen – yes, Council Member Atkinson – yes, Council Member Losee – yes, Council Member Munns – yes, Council Member Nelson – yes. Motion approved.

Valerie stated we discussed Ordinance, O-24-07 at the last meeting and it addresses water service outside the city limits. A discussion ensued.

Council Member Atkinson motioned that we adopt Ordinance, O-24-07, amending Title 7 of the Garland City Code section 7-1-15 pertaining to the City's policy of water services outside of the city limits. Motion seconded by Council Member Nelson. Roll call vote: Council Member Allen – yes, Council Member Atkinson – yes, Council Member Losee – yes, Council Member Munns – no, Council Member Nelson – yes. Motion approved.

Valerie stated we also discussed Ordinance, O-24-08 at the last meeting which addresses sidewalk cash bond provisions or completion agreements. This sets up the process for that. A discussion ensued.

Council Member Nelson motioned that we approve Ordinance, O-24-08, amending Title 8 of the Garland City Code for the inclusion of section 8-4-1 pertaining to the requirement completion bond agreements, more commonly referred to as the sidewalk bond. Motion seconded by Council Member Allen. Roll call vote: Council Member Allen – yes, Council

Member Atkinson – yes, Council Member Losee – yes, Council Member Munns – yes, Council Member Nelson – yes.
Motion approved.

Old Business

Discussion & Possible Action on Updated Lease Bid for Public Works Truck & Equipment – Council Member Losee went over the prices he was able to get to purchase a truck and compared them to the lease prices. A discussion ensued.

Council Member Atkinson motioned to purchase a truck with the equipment not to exceed \$120,000. Motion seconded by Council Member Nelson with all council members present voting in favor of the motion. Motion approved.

Discussion & Possible Action on Paint Bids for Council Room

Mayor Bourne stated at the last meeting we talked about the bid for painting the council room and we wanted to make sure it wasn't cheap paint and everything was included in the price they gave us. She spoke with them and it is all included and they use Sherwin Williams Paint.

Council Member Losee motioned that we accept the bid for Accent Paint for \$2,100 to repaint this room. Motion seconded by Council Member Nelson with all council members present voting in favor of the motion. Motion approved.

New Business

Audit Report – Discussion and Possible Action on 2022-2023 Audit

Chuck Palmer from Christensen, Palmer, and Ambrose gave the audit report for the 2022-2023 fiscal year. He stated the city is in better shape than the previous year. He stated there were no significant findings of non-compliance. The city accountant Heather Christopherson was also in attendance.

Council Member Losee motioned to accept the audit done by Palmer and Associates. Motion seconded by Council Member Munns with all council members present voting in favor of the motion. Motion approved.

Consideration and possible action on the approval of the Interlocal and Pre-Annexation Agreement between Garland City, Box Elder County, and Western Property Holdings, LLC

Consideration and possible action on the approval of the Interlocal and Pre-Annexation Agreement between Garland City, Box Elder County, and Solivia, LLC

Valerie stated that these properties are along Canal Bank Road and that agreements need to be made between the city and the county because of the different things that are happening. The Western Property Holdings more commonly referred to as King Farms Trucking is not developed but they would like to start developing before the annexation is complete. The Solivia property is currently in the process of development and is close to completion. So there needs to be coordination between the two government agencies. A discussion ensued and she answered a few questions.

Council Member Losee motioned to approve the Interlocal and Pre-Annexation Development Agreement between Garland City, Box Elder County, and Western Property Holdings, LLC. Motion seconded by Council Member Munns with all council members present voting in favor of the motion. Motion approved.

Council Member Losee motioned to approve the Interlocal and Pre-Annexation Development Agreement between Garland City, Box Elder County, and Solivia, LLC. Motion seconded by Council Member Munns with all council members present voting in favor of the motion. Motion approved.

Consideration and possible action on the adoption of the minimum required bond for the Completion Agreement

Valerie explained this is pretty much for the sidewalk bond. This approves the procedure and she also attached the forms and checklists.

Council Member Losee motioned to adopt the sidewalk bond in the amount of \$2,500. Motion seconded by Council Member Allen with all council members present voting in favor of the motion. Motion approved.

Consideration and possible action on the adoption of the Site Plan application fee

Valerie explained this is a rough but justifiable fee based on time and states that all review and pass-through fees are the responsibility of the developer. A small discussion ensued.

Council Member Atkinson motioned to adopt the Site Plan fee of \$920 plus pass-through costs. Motion seconded by Council Member Nelson with Council Member Losee voting no and Council Members Nelson, Munns, Atkinson, and Allen voting yes. Motion approved.

Discussion and Possible Action on Bid for Changes to Sewer SCADA

Mayor Bourne stated they have a bid for the pump flow totalization for the sewer plant SCADA system and that this needs to be done for some of the reports that are required by the state.

Council Member Munns motioned to accept the bid for changes to the sewer SCADA system for the pump flow totalization for the amount of \$1,840. Motion seconded by Council Member Allen with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on Meter Purchase

Mayor Bourne explained that we are almost out of meter bodies from all the new homes and we have about three hundred meters that are not reading and need to order more electronic read meter parts. We need to order 70 meter and 350 electronic read parts.

Council Member Nelson motioned that we approve the ordering of 70 meters and 350 electronic doohickies. Motion seconded by Council Member Atkinson with all council members present voting in favor of the motion. Motion approved.

Halloween Trunk or Treat

Mayor Bourne stated she wanted to verify what date and time so it could be put in the newsletter. Council Member Munns said on Halloween at 5:30 p.m.

Discussion and Possible Action on Gym Floor Change Order

Mayor Bourne explained that when the company came to fix the floor, they suggested that we put a maintenance coat on the rest of the gym floor to protect it and extend the life of the floor. She stated they have a bid for this.

Council Member Atkinson motioned that we approve change order #1 for the maintenance coat on the gym floor for \$3,843. Motion seconded by Council Member Allen with all council members present voting in favor of the motion. Motion approved.

Mayor and City Council Reports and Comments

Mayor Bourne handed out items for the council to review for the next meeting including a policy on credit card fees, an agreement for reimbursements for training, education, and special training costs, and a job description for a utility clerk/deputy recorder. She also stated that we need to do a budget adjustment for insurance costs that were not known at budget time for appraisals that were done.

Council Members Allen, Atkinson, and Nelson had nothing to report.

Council Member Losee asked if the police department could drive through the park more often and brought up some activities and issues the library was having.

Council Member Munns had questions about the paving of West Factory over the weekend. A discussion ensued with the mayor, city council, and city engineer.

Financial Review – Approval of Payroll and Account Payable and Utility Account Adjustments

Council Member Losee motioned to approve the coding for payroll and accounts payable and utility account adjustments. Council Member Munns seconded the motion with all council members present voting in favor of the motion.

Requests for Future Agenda Items

Mayor Bourne stated we need to decide when we want to have a meeting for the approval of two more fire department members to go inspect the truck. Mayor Bourne noted that at this time in the meeting, we had lost Council Member Atkinson at 10:57 p.m. The meeting was set for Monday, September 23 at 6 p.m.

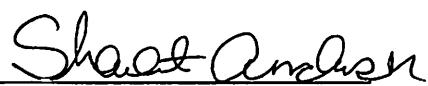
Mayor Bourne stated that we need to go into a closed session at this time to discuss employee issues.

Council Member Nelson made a motion at 11:00 p.m. to go into a closed session based on code 52-4-205 (a) for employee character and fitness. Council Member Allen seconded the motion with all council members present voting in favor of the motion.

Mayor Bourne called the meeting back to order at 11:46 p.m.

Council Member Nelson made a motion to adjourn at 11:46 p.m. Council Member Allen seconded the motion with all council members present voting in favor of the motion.

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 City Council Meeting held on the above-referenced date.



Sharlet Anderson, City Recorder