

Garland City Corporation

City Council Meetings

June 4, 2025

Members Present:

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

City Council Work Session

Mayor Bourne called the work session for June 4, 2025, to order at 6:01 p.m. at the Garland City Building. Mayor Bourne excused the Library Director, Linda King. The following Department Heads were present: Emergency Preparedness Director Lanette Sorensen, Fire Chief Steve Harrington, Police Lieutenant Skyler Gailey, Park & Rec Director Shannon King, and Public Works Interim Director Travis Atkinson.

ULCT Spring Conference

Council Member Atkinson reported that she had attended the ULCT Spring Conference and expressed that many initiatives could be beneficial to the city. She reported on a few key highlights that she noted from the conference. She reported that there is a program called Avenues, which could help improve the city's road maintenance. In addition, she reported that there is a company with a legal hotline to provide legal counsel at any time. She reported that she will be sending out a date to the council for upcoming seminars.

Department Head Reports

Lanette reported that she will be scheduling an Emergency Management meeting and will send out the date once the date has been confirmed. She attended an Emergency Management workshop in St. George and reported that there is a 400% increase for all states for the assistance threshold from the federal government. She advised that Utah may not qualify in the future due to this increase, but will do some more research. She noted that she is looking for creative ways for a service project for disaster funds and donations. A flyer with the details will be sent to the council to promote awareness within the community. She requested that we include an Emergency Preparedness tab on the city website and Council Member Atkinson noted that she is in the process of working on this, along with the city app.

Steve provided the council with a pie chart that included the percentages for each type of call the fire department has received this year. He reported that three firemen have passed the Fire One and Fire Two classes. He noted that the department is gearing up for wildfire season. In addition, he reported that the air compressor went out and needs to be replaced, as this can delay response times to emergency calls. Lastly, he provided an update on annual business license fire inspections.

Mayor Bourne adjusted the agenda to move 8 (a) Police - Employee of the Month Recognition to the work session for Skyler to report.

Skyler announced that Officer Pete Gilchrist was recognized as Employee of the Month in acknowledgment of his outstanding performance, leadership, and dedication to covering shifts and going above and beyond in his daily duties and completing tasks efficiently and effectively. He expressed his gratitude for having Officer Gilchrist as part of the department. Skyler reported the results from the speed trailer on 1400 West and will put the trailer back out for further investigation to track high speeds in the area. He reported that the department served two warrants within two weeks. He noted that Officer Howell is enjoying his new patrol vehicle and expressed interest in getting more vehicles like it in the future. In addition, he reported that the department will be receiving a new armored vehicle from an agency in Washington.

Mayor Bourne reported for the Library Director, Linda King, in her absence. She reported that there were 282 participants at the Summer Reading kick-off program and as a result, the library had 100 new library card sign-ups. She reported that the library is planning to promote a Street Art event, which will involve the temporary closure of a portion of West Factory Street in front of the library, once all details are finalized. Last, she reported that the library's Reading Program is scheduled for July 14, 2025, at 10:30 a.m., and will feature a presentation by the Bird Refuge. Council Member Losee added that the library requested to open early two more days during the week.

Shannon reported that Saturday, June 7, 2025, will be the last baseball game at the park and that they have sold over almost 400 hamburger patties during the season. He reported that the T-Ball will begin next week, every Tuesday and Thursday. He inquired about the timeline for the city app, and Council Member Atkinson advised that she has been in contact with the company and a meeting is scheduled for June 20, 2025. Shannon expressed his concerns regarding the current timelines of the registration process, jersey ordering and production, background checks for parent volunteer coaches. He noted that the existing policy requiring council approval before submitting a purchase order has caused some delays, noting that T-Ball had to be postponed by an additional week due to the jerseys not arriving on time. He would like the council to consider improving or revising the policy to better accommodate program deadlines and avoid similar delays in the future.

Mayor Bourne introduced Hunter Harrow and Steve Francis, the new public work employees. Travis reported that he had received and installed the 2-inch meters that were accepted at the previous council meeting. He noted that he has two more antennas to install. He reported that they are pending the tie-in to resolve the Magnolia irrigation project. He reported that he has trained Hunter to monitor the sewer press to get settleometer numbers to continue to lower to where they should be. Lastly, he reported that he encountered a few homeowners who have covered their meter boxes in the parking strips with landscaping materials. A small discussion ensued, and Council Member Nelson mentioned that she will research any policies regarding covered meter boxes by homeowners.

Mayor Bourne reported that she would like to begin a closed session meeting to discuss employee personnel 52-4-201. Council Member Nelson motioned to go into a closed session to discuss employee state code 52-4-201. Council Member Atkinson seconded the motion, with all council members voting in favor of the motion. Mayor Bourne called for a roll call vote: Council Member Munns – yes, Council Member Losee – yes, Council Member Atkinson – yes, Council Member Allen – yes, Council Member Nelson – yes. Closed session began. Council Member Losee motioned to adjourn from the closed session, with Council Member Munns seconding the motion. Mayor Bourne called for a roll call vote: Council Member Munns – yes, Council Member Losee – yes, Council Member Atkinson – yes, Council Member Allen – yes, Council Member Nelson – yes.

Mayor Bourne called the regular work session meeting back to order. Council member Atkinson motioned to adjourn. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion.

The meeting was adjourned at 6:58 p.m. by consensus of the Council.

City Council Meeting

Mayor Bourne called the June 4, 2025, City Council Meeting to order at 7:37 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 Munns seconded the motion. Council Member Nelson motioned to amend the agenda to move 8 (a) Police Employee of the Month Recognition to the work session. Council Member Atkinson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Council Member Atkinson motioned to approve the minutes for April 30, 2025. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Council Member Atkinson motioned to approve the minutes for May 07, 2025. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Council Member Atkinson motioned to approve the minutes for May 27, 2025. Council Member Allen seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Open Comments

Merrilee Gardner expressed her appreciation to Shannon King for his success in all the sports programs and for keeping up with the parks. She reported that she would like to see West Factory Street monitored due to the high speed of traffic. Lastly, she wanted to inform the council that no one has reached out to her about her concerns, and she would appreciate it if someone would reach out.

Jim Udy expressed his concerns with the high speed of traffic on West Factory Street. In addition, he noted that he has seen the public ignore the stop at the stop sign off of West Factory Street and 1400 West.

Old Business

Discussion and Possible Action on Court Interlocal

Mayor Bourne reported that she would like to review the council's thoughts on the court interlocal. A brief discussion ensued. Council Member Losee motioned to approve the court interlocal with Box Elder County. Council Member Atkinson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on PO#8841 Annual Firemen Association

Steve reported on the PO#8841 for the Annual Firemen Association. Council Members questioned Steve regarding the logistics of each participant attending, pricing, and associated hotel costs. Steve noted that he would not be in attendance, along with a couple of other changes in the participant list. A small discussion ensued. Council Member Losee motioned to approve PO#8841 for the Annual Firemen Association convention with the amount to reflect the revisions in participants, not to exceed the amount of \$3,064.00, and follow the same guidelines to reimburse for their add-ons and the first night of their hotel stay. Council Member Munns seconded the motion, with all members present voting in favor of the motion, with the exception of Council Member Atkinson, who was absent for the remainder of the meeting. Motion approved.

Beazer Lock & Key

Mayor Bourne reported that Beazer Lock & Key stated that to have the higher security keys, we would need a new bid with the cost of the hardware, as the hardware on the doors currently would have to be changed out. She reported that she would like the council to decide from the original quote whether to rekey the city building or not. A discussion ensued. Council Member Nelson motioned to approve the Beazer Lock & Key quote for \$2,726.40. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion on 2025-2026 Tentative Budget

Mayor Bourne reported that the 2025-2026 Tentative Budget needs to be reviewed and voted on by June 18, 2025. She noted that Tiffanie Smith, Treasurer, will be investigating why property taxes are currently showing less than the prior year. Council Member Allen noted that she would like to see \$800 added back into the Peer Support budget. Council Member Losee expressed that he would like to have a meeting to discuss the budget line by line and have each department head, council members, and the accountant present. Mayor Bourne will check with the accountant and send out a date once the details have been confirmed.

Discussion and Possible Action on City Recorder

Council Member Nelson reported that she, Council Member Atkinson, and Mayor Bourne met with Kristal Edwards, who has been taking over this role, to discuss the City Recorder position. The position was advertised for 30 days, with only Kristal's application being submitted. A brief discussion ensued. Council Member Losee motioned to accept Kristal Edwards as the City Recorder. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on Public Works Director

Council Member Nelson motioned to table the discussion and possible action on the Public Works Director. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Mayor and City Council Reports and Comments

Mayor Bourne reported that the mosquito abatement efforts are underway, as mosquitoes are already out this season. Mosquito abatement has purchased a drone that has been beneficial for spraying in hard-to-reach areas.

Mayor Bourne reported that the piece of city property is up for sale off of 170 North 400 East. She reported that people have already inquired about purchasing the lot and advised that we will be accepting bids over the next two weeks with a minimum bid of \$80,000.

Mayor Bourne reported that the city was awarded a \$90,000 grant for the West Factory railroad project to include a sidewalk across the railroad tracks for pedestrians.

Mayor Bourne reported that there is a plan to resolve the approach to the driveway near 830 West Factory Street. She reported that Paul Taylor, City Engineer Interim, is awaiting a quote from Marsh Construction. In addition, she advised that a 5-foot railing should be installed at 711 West Factory Street for safety precautions. A small discussion ensued.

Mayor Bourne reported that the condemnation public hearing meeting for a piece of property off of West Factory Street was cancelled on May 27, 2025, due to the owner reaching out to notify the city that he was not receiving the restricted letters. She noted that the previous council meeting from May 21, 2025, was cancelled, and as a result, Mayor Bourne

selected the two board members, Tim Thompson and Russ Peterson. The public hearing has been rescheduled to be held on June 23, 2025, at 4 p.m.

Mayor Bourne reported that there is an upcoming Pipeline Safety grant that, if awarded, could support purchasing new GIS equipment. She noted that she will need letters of support from the Fire Chief, Police Chief, and Emergency Preparedness Manager.

Council Member Allen did not have anything to report.

Council Member Atkinson is seeking a fireworks sponsor for the Garland City Wheat and Beet Days.

Council Member Losee did not have anything to report.

Council Member Munns reported that a construction site has left a piece of material to cover a large hole, which was displaced after a vehicle ran over it, and the piece of material was altered in position and had the hole uncovered, resulting in a safety hazard. He reported that the backfill on West Factory Street is full of ryegrass weeds and Canadian thistle. He reported that Limb Farm requested gravel for their driveway that wasn't put back the way it was before the West Factory Street project. He reported that the sinking asphalt is worsening along 3rd South and Main Street and needs to be repaired. In addition, he reported that there are no curbs and gutters and needs road base along the edge of the roadway. An update was provided that the sidewalk grant for 1400 South funds is currently on hold.

Council Member Nelson reported the trench on asphalt on 100 West between 925 South and 1025 South. Mayor Bourne reported that the excavation company must have this completed by June 20, 2025.

Financial Review – Approval of Payroll and Accounts Payable

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

Requests for Future Agenda Items

Sport Registration Policy

Covered Water Meters by Homeowners

2025 – 2026 Budget Approval

Council Member Nelson motioned to adjourn at 9:01 p.m. Council Member Allen seconded the motion, with all council members present voting in favor of the motion. Motion approved.

The undersigned, duly acting and appointed Deputy 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.


Kristal Edwards, Deputy Recorder