

Sunset City Corporation**City Council Minutes****May 20, 2025****Page 1 of 12**

Minutes of a regular meeting held May 20, 2025 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Mayor Wiggill presiding.

REGULAR SESSION**Mayor and Council Present:**

Scott Wiggill	Mayor
Sam Bartling	Council Member
Ricky Carlson	Council Member
Nancy Smalling	Council Member
Hope Thompson	Council Member
Nakisha Rigley	Council Member

City Employees Present:

Recorder Supp	Recorder
Brett Jamison	Police Chief
Jason Monroe	Public Works Director
Bruce Arbogast	Lieutenant
Brendan Davis	Sargent
Joe Baca	Sargent
Samuel Kane	Officer
Dylan Rayhill	Officer
Brady Davis	Officer
Ruben Salas	Officer

Others Present:

Katherine Hunter	Sunset
Robert F. Smalling	Sunset
April Larson	Sunset
Marcia Hamblin	Sunset
Jerry Sunderland	Sunset
Pete Loomis	Sunset
Bonnie Loomis	Sunset
Rodney Brent Page	Sunset
Christopher Blackburn	American Fork
Christy Kane	American Fork
Pablo Nestor	Nestor's Auto
Robert Kane	Syracuse
Sheri Kane	Syracuse
Sarah Kane	Ogden
John Kane	Ogden
Elvis Duran	Beehive Motors
Alexxia Perez Bravo	Beehive Motors
Omar Perez	Beehive Motors

The regular session was called to order at 6:31 p.m. by Mayor Wiggill.

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Council Member Carlson gave a prayer/inspirational thought and led the Pledge of Allegiance.

Public Comments: Jerry Sunderland – 398 W 825 N - Jerry Sunderland, who resided at 398 West 825 North in Sunset, addressed the Council regarding the City ordinance prohibiting short-term rentals of fewer than 30 days. Mr. Sunderland expressed concern that the 30-day minimum was incompatible with the typical use of Airbnb, where guests were usually traveling through or visiting local residents. Mr. Sunderland had hosted Airbnb guests in Sunset for approximately ten years, sharing that it had been a positive experience meeting visitors from around the world. At the time of the meeting, Mr. Sunderland was hosting a family staying for five nights who had chosen the property because it was pet-friendly and had a backyard. Mr. Sunderland explained that the listing was owner-occupied, meaning the host lived on the premises and was actively involved in the hosting process. Mr. Sunderland advocated for short-term rentals that were owner-occupied and expressed disapproval of investor-owned Airbnb properties, stating that such models deviated from the original intent of Airbnb — to share an extra room or space for additional income. Mr. Sunderland mentioned that their Airbnb operation included a team of three, one of whom was a stay-at-home parent who was able to remain at home due to the income generated. Mr. Sunderland encouraged the council to reconsider the current restriction and consider allowing rentals of fewer than 30 days, suggesting that it would benefit both the City and local businesses.

Regular Meeting

1. Swear In and Give Oath of Office to Samuel Kane, Police Officer: Chief Jamison introduced Samuel Kane, stating that Officer Kane was born in 1997 — coincidentally the same year Chief Jamison began working in law enforcement. Officer Kane was raised in American Fork and had two siblings. He graduated from American Fork High School in 2015, where he played football and lacrosse, and later self-sponsored his attendance at the Utah Valley Police Academy. Officer Kane had worked for the American Fork Police Department, Adult Probation and Parole, and Juvenile Justice Youth Services. Chief Jamison welcomed Officer Kane to the department and invited Officer Kane's mother, Christy, to pin the badge on his uniform after he was sworn in. Recorder Supp administered the oath of office to Officer Kane. Following the oath, the Council congratulated Officer Kane. Mayor Wiggill acknowledged the significance of the moment and welcomed Officer Kane to the Sunset Police Department. Mayor Wiggill again expressed pride in welcoming Officer Kane, stating that although their interaction had been brief, Officer Kane showed great potential.

2. Discuss and Approve Recommendation from Planning Commission for Alternate

Member Rodney Page: Since no Planning Commission members were present, Planning Commission liaison Council Member Carlson addressed the recommendation of Rodney Page as an alternate Planning Commissioner. Council Member Carlson shared that the Planning Commission had reviewed Rodney Page's qualifications and was enthusiastic about his experience. Council Member Carlson expressed support for his appointment. Mr. Page introduced himself and stated that he lived at 81 West 2125 North. He shared that he had worked for West Point City for many years, starting when the City staff consisted of only seven people. Mr. Page described his experience working with developers, serving on the Planning Commission, and acting as a City planner. He had also handled code enforcement and was familiar with the ordinances in both West Point and Sunset, noting that while some

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differences existed, the procedures were largely the same. Council Member Carlson reiterated Mr. Page's qualifications and recommended approval.

Council Member Carlson made a motion to approve Rodney Page as an alternate Planning Commissioner and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

3. Discuss and Approve Recommendation from Planning Commission for Beehive Motors

LLC: Alexxia Perez Bravo spoke on behalf of the business and introduced Elvis Duran the owner. Council Member Carlson stated that the Planning Commission had reviewed the plans and recommended approval for Beehive Motors, LLC to proceed. Council Member Thompson asked for clarification regarding the number of vehicle stalls. An email indicated there should be 12 vehicle stalls between the building and American Stone, and three in front, totaling 15. However, the drawing provided showed only 13. Ms. Perez Bravo confirmed there were 13 stalls shown in the plan. Mr. Duran explained the allocation: three stalls for customer parking, one for an employee, and the remaining stalls for vehicle sales. He clarified that the plan allowed for a total of 12 vehicle sales stalls, with three additional spaces as required. Council Member Carlson reminded the Council they could add additional conditions if desired. Recorder Supp noted that the same parking allocation had been used for a previous applicant, Smart Way. Council Member Thompson expressed concern over the number of car dealerships in the City and asked if the Council's position on that matter had changed. Council Member Rigley acknowledged those concerns, stating disappointment at the lack of business diversity, but emphasized that there were no specific objections to this business and that zoning allowed for this use. Council Member Smalling added that the new dealership was replacing a previous one, so it was not increasing the total number of car lots.

Council Member Bartling made a motion to approve Beehive Auto LLC and Council Member Rigley seconded the motion. The motion passed with Council Members Bartling, Carlson, Rigley and Smalling voting yes and Council Member Thompson voting no.

4. Discuss and Approve Recommendation from Planning Commission for Nestor's Auto Repair

Repair: Council Member Carlson explained Nestor's Auto Repair had initially operated without a license and was instructed to complete the necessary steps before continuing operations. The current approval was the final step. Pablo Nestor introduced himself. He shared the auto repair shop was located at 2441 North Main Street, units 7 and 8. Mr. Nestor shared that he had worked as a mechanic for nine years and now had the opportunity to open his own shop. He confirmed that he had obtained the business license the City required. Mayor Wiggill asked the Council if there were any concerns. Council Member Thompson asked how long the business had operated without a license. Mr. Nestor replied that it had been about four months and explained that he had difficulty communicating with the property owner, who lived out of state so he had to work through the property management company which were also hard to get a hold of. Once City staff followed up with him, he made the necessary corrections. Council Member Thompson asked how long his lease was, and Nestor responded that it was a one-year lease with an option to renew.

Council Member Carlson made a motion to approve Nestor's Auto Repair and Council Member Rigley seconded the motion. The motion passed with Council Members Bartling, Carlson, Rigley and Smalling voting yes and Council Member Thompson voting no.

5. Discuss and Approve Resolution 2025-07 Approving an Agreement with Davis County for 2025 Election Services: Recorder Supp hoped all questions had been addressed and reminded the Council that the Declaration of Candidacy period would begin in about two weeks. Recorder Supp asked the Council to approve the agreement if there were no remaining questions. Council Member Rigley stated there were no questions and praised Recorder Supp for her clear explanation and for compiling the necessary background information.

Council Member Rigley made a motion to approve Resolution 2025-07 and Council Member Thompson seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

6. Discuss and Approve Resolution 2025-10 Adopting Fiscal Year 2026 Tentative Budget and Scheduling the Public Hearing: Recorder Supp stated that only minor adjustments had been made since the last budget discussion and confirmed that the public hearing was scheduled for June 17, 2025. Mayor Wiggill inquired whether there were any questions for Recorder Supp regarding the proposed tentative budget. Hearing none, Mayor Wiggill requested a motion.

Council Member Smalling made a motion to approve Resolution 2025-10 and Council Member Rigley seconded the motion. Following a roll call vote, the resolution did not pass, with a majority of the Council voting in opposition. Council Members Bartling, Carlson and Thompson voting no and Council Members Rigley and Smalling voting yes.

Recorder Supp asked for clarification on whether it was the budget or the public hearing date that had not passed. The Council Members that voted no confirmed that it was the budget. Recorder Supp then reminded the Council that a meeting needed to be scheduled to approve the budget, as it must be approved before June 1st. She asked what date the Council would prefer. Council Member Carlson mentioned that going through the Truth in Taxation (TNT) process would allow more time. Recorder Supp stated that the decision was up to the Council if they wanted to move forward with Truth in Taxation. They all agreed to pursue the TNT route. Recorder Supp said she would follow up via email with potential meeting dates. Mayor Wiggill concluded the budget discussion by stating it would be tabled and that the Council would move forward with scheduling a Truth in Taxation meeting and a new budget discussion.

7. Discuss and Approve Resolution 2025-11 Approving the Local Public Safety and Firefighter Surviving Spouse Trust Fund Cost-Sharing Agreement: Recorder Supp briefly summarized the resolution, explaining that the program covers the annual premium for surviving spouses or children until the child turns 26. She noted this program had been in place for a long time. Chief Jamison acknowledged that the City had participated in the program for many years and asked if there were any questions or concerns regarding the resolution. Council Member Bartling raised a question, asking whether this program required

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annual renewal. Chief Jamison responded that the legislative bill was renewed annually. He confirmed that the cost had already been included in the budget and had been funded for several years, as it was a state requirement for those in the retirement system. Recorder Supp noted that the relevant Utah Code citation was included on the resolution page if he would like to research the code.

Council Member Thompson made a motion to approve Resolution 2025-11 and Council Member Bartling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

8. Discuss and Approve Summer Hours Schedule: The next agenda item involved discussion and approval of the summer hour schedule. Mayor Wiggill noted that the proposal had been included in the packet for review and asked if there were any questions. Recorder Supp addressed the Council, explaining that many employees had requested the change. A pilot schedule was proposed, running from May 26 through August 22. Employees would work nine-hour days Monday through Thursday and a four-hour day on Friday, with the office closing at noon on Fridays. Mayor Wiggill commented that Fridays were usually slow and that the proposed schedule seemed reasonable. Questions were then invited. Council Member Bartling raised a concern about how the nine-hour day without a lunch break aligned with federal lunch break requirements. Chief Jamison responded that such breaks were not legally required for City employees. No further questions were asked.

Council Member Rigley made a motion to approve Summer Hours and Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

9. Mayor, Council and Department Head Reports: Council Member Carlson reported that the new ambulance had been placed into service at Station 42 at the North Davis Fire District. He noted that Station 42 continued to be very active and primarily served Sunset residents.

Council Member Smalling shared information from a Mosquito Abatement Board meeting, where they participated in a committee to select an architectural firm for new facility construction. The process included rating presentations from four firms. Although the selection had not been finalized, recommendations had been made. Council Member Smalling remarked on how modern architectural practices have evolved, including 3D modeling and pre-fabrication techniques. She also attended the North Davis Fire board meeting, where the tentative 2026 budget was accepted. The fire department remained busy, and several new firefighter candidates had emerged from recent testing. Council Member Smalling noted that it was encouraging to see interest return to fire and police careers after recent declines. Mayor Wiggill thanked Council Member Smalling for the thorough report.

Council Member Rigley expressed appreciation for Deputy Recorder Markel who had taken initiative to update a flyer for the Youth Council. The update aimed to attract older youth participants who might better manage the associated responsibilities. Council Member Rigley also reported on the Wasatch Integrated board meeting, where a new executive director, Nicole Riley, had been hired. Although not local, Ms. Riley was highly experienced in the

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solid waste and recycling industry. A retirement party was being planned for the outgoing director Nathan Richand a long-time administrative staff member Julie Macintosh, with all invited to attend on June 5. Council Member Bartling a question related to landfill policy. He had recently been informed of a \$10 authorization hold for loads over 10,000 pounds. Council Member Rigley replied that while there had been discussions about unsecured load fees, this new policy had not been discussed in the meetings so she would look into it further.

Council Member Bartling sharing that he had been researching canned water vendors as part of emergency preparedness planning. The goal was to have a stock of emergency drinking water available for residents if needed. After considering the maintenance challenges of traditional water storage, he concluded that canned water, with its long shelf life and portability, was the most practical solution. Mayor Wiggill concluded by reminding everyone that the City's emergency preparedness efforts were meant to first take care of the staff who then would help the broader community in times of need.

Chief Jamison shared that the department was participating in the "Click It or Ticket" campaign over the coming weekend. Extra officers would be out issuing citations for seatbelt violations. For Memorial Day weekend, a DUI blitz was scheduled countywide on Friday, followed by alcohol-related enforcement shifts on Friday, Saturday, Sunday, and Monday. Mayor Wiggill emphasized that the activities discussed by the Chief would be reimbursed by the state. These included the DUI and seatbelt enforcement shifts. Mayor Wiggill added that all of this was part of an effort to ensure a safe Memorial Day weekend and expressed hope that the officers would not have to be involved in anything tragic. Gratitude was expressed for the police department's efforts.

Director Monroe reported that the Public Works Department was in the midst of a state stormwater audit. This would conclude Thursday with site inspections. It was explained that the state had 90 days to issue a major report of deficiencies, which were expected as they were typical in such audits. Corrective actions would follow. Outside of that, operations were described as business as usual. Council Member Smalling commented on how nice the parks were looking and inquired about the situation on 1800 North, asking whether there had been any issues with individuals entering construction areas where they weren't supposed to. Director Monroe confirmed that there had been only one issue. He had spent three days tying in a sprinkling system after the previous one was removed, only for the new line to be taken out two days later for another purpose. Council Member Thompson asked if notification was given beforehand. Director Monroe responded that notification came after the fact and mentioned that the new line had been broken. Fortunately, the recent rain had helped. With the ongoing audit, they were unable to leave the office, so any yellowing in the grass was being managed. Council Member Smalling thanked Director Monroe for managing the situation in the construction zones.

Mayor Wiggill thanked Director Monroe for the report and took a moment to remind everyone about the Farmers Market. Though it was small the previous week, it was expected to grow. Mayor Wiggill encouraged visiting the market for fresh items.

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Mayor Wiggill also mentioned that everyone should have received a mailer from Wallace Stegner Academy, which was replacing the former Fremont Elementary. Citizens of Sunset were given priority registration. The school was academically well-regarded, and Mayor Wiggill welcomed them to the neighborhood. Mayor Wiggill addressed concerns on 1800 North, stating that storm drains had created flooding hazards due to some materials used for blockage. Director Monroe had responded quickly to resolve these issues. Additionally, cleanup efforts had been noticed around the construction projects, with rocks and debris being removed from the streets. Appreciation was expressed for Director Monroe's work to maintain safety. Mayor Wiggill acknowledged the dust and noise and reminded everyone that this was just the beginning of the construction process.

Recorder Supp reminded everyone that City offices would be closed on Monday in observance of Memorial Day. Additionally, the candidate declaration period would run from June 2 through June 6, from 8 a.m. to 5 p.m. Positions up for election included Mayor Wiggill and the Council Member seats held by Bartling and Smalling.

With summer approaching and children out of school, Mayor Wiggill urged residents to be safe, drive slowly on City streets, and treat others with kindness. Mayor Wiggill encouraged adopting a mindset of acceptance when seeing others enjoy things that may not align with one's own preferences.

Council Member Rigley made a motion to adjourn the regular session, take short break (start 7:16) and move into the work session. Council Member Smalling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

Work Session (resume 7:26)

1. **Discuss Grand Marshal for Fun Days and Fun Days Updates:** Mayor Wiggill proceeded with beginning the work session regarding the Grand Marshal for Fun Days and any related updates. Mayor Wiggill turned the time over to Council Member Smalling. Council Member Smalling explained that a text had been sent out nominating Gary Bybee as a great choice for Grand Marshal. This individual was noted as the oldest person to complete the particularly challenging climb of Peru's Inca Trail, which was featured in a recent article. Council Member Smalling noted that the individual was also a Sunset resident. Mayor Wiggill had visited him personally due to scheduling conflicts and confirmed the individual was enthusiastic about the role. Council Member Smalling expressed excitement about the Grand Marshal selection and offered assistance for those needing help registering for the parade. She had already helped Mr. Livermore register and provided him with a link to the "Sunset On The Go" app for event information. Council Member Smalling encouraged others to direct inquiries to her if needed. As of this week there were around 14 entries for the parade.

Council Member Thompson commented about a group she visited Saturday that was excited and planned to participate with a variety of vehicles themed around 1980s hair bands. Their entry would include multiple U-Hauls and trailers. Council Member Thompson stated she would check in with Heather from U-Haul to ensure they knew how to register.

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Council Member Carlson inquired whether the new school had been invited or added to the parade list. Mayor Wiggill stated that it was a good idea. Mayor Wiggill shared that, when speaking with the principal at the junior high, he had learned the band and cheerleaders were planning to participate and were excited to return. The previous year, the group had been at a competition or event, but this year the timing worked out better.

Council Member Smalling confirmed she had also verified with the North Davis Fire District, which planned to attend. The district had inquired about fireworks, and Council Member Smalling had informed them that fireworks were indeed planned.

Mayor Wiggill asked if there was anything else to share and mentioned a car show idea involving Mr. McNee. Mayor Wiggill suggested dedicating a special trophy just for classic trucks in Mr. McNee's memory, as he had always entered his classic truck and had a strong passion for them. The idea was to recognize him specifically for classic trucks rather than an overall category. Council Member Thompson shared that she had spoken with Mr. McNee's daughter and son-in-law on Saturday to ensure the family was comfortable with the idea. The daughter had been emotional and expressed that the family would be honored. They planned to bring Mr. McNee's truck for one last ride and would be present to help give out the award. Council Member Thompson asked whether the family should choose the recipient or just present the award, and inquired if the trophy had already been named or ordered. Mayor Wiggill responded that they could coordinate next week and emphasized the family had been lifelong residents. Mayor Wiggill reiterated that Mr. McNee had consistently entered his truck and that it would be a meaningful tribute for the family to be involved.

Council Member Rigley provided an update on vendors. She noted that vendors were actively signing up, with Administration being especially helpful in managing the registration forms. At that point, nearly 50 vendors had registered, though only 10 had submitted payments. She shared that they had received several applications from food trucks, with one submitting late. She expressed concern about possibly having too many vendors, but others reassured them that there was no cap, making it a competitive and diverse opportunity. Council Member Rigley raised a question about duplicate food vendors. It was agreed that duplicates were not a problem and added to the variety. She stated they would go ahead and approve the remaining food vendors to ensure a wide selection if all followed through on their commitment. The group expressed excitement about the variety, noting that the grilled cheese vendor—who had been popular in previous years—was expected to return. Council Member Rigley suggested establishing and communicating clear rules for vendors, particularly about not leaving early. She recommended that loading and unloading times be specified and that vendors be instructed not to leave before the end of the event unless they ran out of food.

Council Member Thompson asked if there would be an information booth for City material. Mayor Wiggill confirmed there would be one. Director Monroe proposed combining the booth with stormwater education materials, which the City needed to provide to the public.

Council Member Rigley mentioned she is also planning a scavenger hunt. Mayor Wiggill acknowledged how busy she had been and encouraged the idea, noting that the scavenger hunt would be great. Council Member Rigley explained she was looking into using a platform

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called GooseChase and asked if the group was comfortable with the associated cost. Director Monroe confirmed that funding for such events fell under discretionary use and did not require a vote. Council Member Rigley estimated the cost at around \$1,000 for up to 20 teams, with no limits on team size. She said she was working on building it out and had been in communication with North Davis Communities that Care, which had offered to help cover part of the cost. They also wanted to incorporate a prevention-based element targeted at youth, aligning with their ongoing efforts, Council Member Rigley planned to blend that with Sunset-specific content.

Mayor Wiggill added that while there would not be a pickleball tournament, but he still planned to organize a cornhole tournament. He intended to create a flyer and see how many teams would join. Council Member Carlson asked if there would be a registration fee for the cornhole tournament. Mayor Wiggill confirmed there would be, noting the need to ensure applicants were properly registered. He expressed confidence the tournament would be a lot of fun. Council Member Bartling suggested talking to Lifetime to see if they would sponsor the cornhole tournament with their cornhole equipment.

Council Member Thompson agreed that was a good idea and mentioned having approached Lifetime before. Lifetime had a fund to donate to cities, with a minimum donation of \$200 and a maximum of \$1,000. Council Member Thompson explained her plan to acquire a kayak costing about \$400 from the donation, noting that kayaking was popular. She had initially sought prizes for the car show but thought it might be better to spread out prizes throughout the day. Mayor Wiggill recalled that last year's car show had many cool prizes and was very enjoyable. He suggested possibly spacing prizes throughout the event, such as every hour or two. He encouraged ideas for how to implement that and asked if there were any other updates on fun days.

Council Member Bartling reported reaching out to Acme to see if all details for placement and layout were finalized for fireworks, but Acme was still working on it. Council Member Rigley asked if Acme needed the City's layout plans considering they should coordinate with the City to get the right layout. Council Member Bartling explained that the layout for the fireworks was fixed and had to remain where it was shown on the map. The only adjustment was to avoid certain areas. Council Member Rigley mentioned she needed to find out how early vendors or participants needed to set up. Council Member Bartling reiterated he had reached out to get all logistics arranged and would provide updates when he had them.

Mayor Wiggill reflected on a past car show event, noting there were many cars parked near the soccer fields. They were unsure how many cars would attend this year but thought starting from the north end of the park and moving through six lanes of cars before reaching the school property would work well. Director Monroe talked about directing attendees to specific parking areas and controlling spacing between cars. Mayor Wiggill recalled that CERT volunteers had helped with parking in the past. There was not a CERT team put together at this time so that would not be an option this year. Council Member Thompson estimated that about a third of the cars registered for the car show actually showed up, adding that typically about 20% attendance was expected. She currently had 111 cars registered and expected about 35 attendees, while Council Member Rigley guessed 50 as a good estimate.

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Mayor Wiggill suggested walking through the park to review the setup. Council Member Rigley agreed that a walkthrough was needed and asked when to meet Director Monroe over at the park. Director Monroe said they needed to finalize food vendor locations and obtain a map. Council Member Rigley proposed meeting on Monday after the stormwater meeting. Katherine Hunter from the audience explained how the farmers market planned their booths by placing markers and measuring spot sizes to prevent parking in certain areas. They discussed a 10-foot space was standard and encouraged for car show attendees and getting the setup done.

Council Member Thompson asked about breakfast plans. Since breakfast could not happen at the original planned location, she wanted to make sure the food and grills would be managed. She asked what time setup started. Council Member Rigley said they usually arrived early. Mayor Wiggill confirmed breakfast setup started early. Director Monroe said setup was typically between 6:30 AM, ideally arriving at 6:30. Director Monroe said 6:00 AM was optimal to get pancake batter and supplies ready but cautioned that Smith's where the breakfast supplies were bought opened at 6:00 AM, so timing was important. Council Member Rigley mentioned a past year when a mix-up caused frustration because supplies arrived late. Mayor Wiggill restated that 6:00 AM start time was needed. Council Member Rigley said since the Youth Council was not participating this year, she might reach out for other volunteers. Mayor Wiggill added that volunteers also carried plates and cleaned up after everyone.

Council Member Thompson mentioned the upcoming 5k event and asked if there was a prize, Council Member Rigley suggested it might just be for bragging rights. Director Monroe shared that usually prizes were mugs or water bottles. Director Monroe added that T-shirts were also given to each person who entered.

2. **Discuss Cleaning Services:** Mayor Wiggill then moved on to discuss the proposal for cleaning services. He had spoken with many people in the building and concluded that no one was happy with the current cleaning services. To address this, Mayor Wiggill had brought in a different organization to inspect the building and provide feedback on what should and should not be happening. From that visit, he was very unsatisfied with the service currently provided.

Recorder Supp explained that she had created a rough draft of a Request for Proposal (RFP) and wanted to fine-tune it further to include quarterly services, such as carpet shampooing, so she could get estimates for all offered cleaning services. Recorder Supp hoped to have a final draft ready for the Council's approval within the next few days. Council Member Smalling expressed full support for the idea. Mayor Wiggill added that the cleaning might only be necessary every two weeks or so. For example, the Council chamber was primarily used for meetings, so cleaning could be scheduled for the Monday before Council meetings. Considering budget constraints, they aimed to limit the scope of services accordingly. The person inspecting the building had pointed out several issues. Mayor Wiggill emphasized the need for an updated approach, especially since there were repeated complaints like no paper towels in bathrooms, making it feel like the building was being managed in an outdated way.

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They felt it was time for a change. Council Member Thompson agreed and expressed interest in seeing an updated approach.

Council Member Bartling asked why the City was not considering having the staff start performing some of the cleaning tasks in-house rather than cutting contracted hours.

Council Member Bartling clarified that with hours being cut or shifted (summer hours), he wondered why the City was not utilizing that time to do the work internally. Mayor Wiggill responded that he would not require public servants to perform janitorial duties, we pay janitorial services to clean. Staff were busy with their full schedules, sometimes working eight or nine hours a day including Sundays, and had other responsibilities. Mayor Wiggill made it clear he did not want staff to become janitors and welcomed input on the matter. Recorder Supp added that the Administration staff already cleaned their own break room, including the refrigerator, dusting, counters, and computers daily.

Mayor Wiggill emphasized that the City was currently paying for those cleaning services but was unhappy that the contracted staff were not doing the work. Council Member Smalling voiced their opinion that City employees were busy doing their assigned jobs, and that a contracted cleaning service should be responsible for cleaning the building. They described situations where they had to clean garbage from under couches and between cushions themselves after setting up the Sunset room for events, indicating the contracted service was not performing adequately. She stressed that the service being paid for was not meeting expectations. Mayor Wiggill agreed, stating the City should pay for the service expected and was frustrated about the poor performance.

Council Member Bartling asked about the budget constraints and what the City was looking at financially to try to improve the service. Council Member Rigley noted the City was already paying the current service and suggested shopping around for other options.

Council Member Bartling also asked when the City first noticed that the cleaning service was inadequate. Mayor Wiggill replied that the issues had been ongoing for six or seven months. When concerns were raised with the service provider, they were told to notify them of issues. Despite requests to clean floors or dust certain areas, the problems persisted, especially since many cleaning tasks were on an as-requested basis. Those who made requests reported the work was not done. After multiple opportunities and requests over months, the service had not improved. Therefore, the City felt it was time to issue an RFP to see if other companies could provide the expected level of service.

Mayor Wiggill expressed reluctance about issuing an RFP, stating that they hated the idea of taking work away from anyone and preferred to be supportive. However, after sufficient requests, the hope was to find someone who could provide comparable but improved service. Mayor Wiggill asked if there were any other concerns and emphasized the importance of sending the RFP out for everyone's review once it was developed.

Council Member Carlson made a motion to adjourn the regular session and move back into the regular session. Council Member Bartling seconded the motion. The motion passed unanimously with Council Members Bartling, Carlson, Rigley, Smalling and Thompson voting yes.

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The meeting adjourned at 7:58 p.m.

Approved – July 1, 2025

Scott Wiggill, Mayor

Nicole Supp, Recorder