Garland City Corporation
Public Hearings and
City Council Meetings
July 9, 2025

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

City Council Work Session

Mayor Bourne called the work session for July 9, 2025, to order at 6:00 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, and Police Lieutenant Skyler Gaily.

Linda reported that the library had a good outcome with the Street Art Day this week. She reported that Shark Week at the library will begin on July 14th. Additionally, she reported that the library is the first in Utah to partner with the Library Chef Online Program. This program will allow for community engagement and kitchen skills, free of cost to participants. Lastly, she reported that the library received a grant for two 3D printers and another computer.

Shannon reported that the last baseball game will be held on July 10th and the last girls' softball game will be on July 17th. He reported that football registration ends on July 13th, and fall soccer registration began on July 1st. He reported that the Cook Shack has been cleaned and reminded everyone to leave it in the same condition they found it. He reported that Clay from the high school offered their scoreboard to the park for the other side of the field, as they recently received a replacement. He noted that further in the council meeting, there will be a purchase order up for discussion and approval for the cook shack.

Travis reported that the sewer press is working well throughout the week, and while this is still a work in progress, the tanks are the clearest they've been. He noted that he has been training the other public works employees on how to run the sewer plant and that they are learning quickly and doing a good job. He reported that there was a leak that caused water to be temporarily shut off on South Canal Bank Road, but it was resolved and is operating as usual.

Skyler reported that he has the Wheat & Beet Days permit and plans to have more officers throughout the parade route. He reported that he is obtaining bids for fleet vehicles for this fiscal budget year. He reported that a Sargent promotion is available and that a decision will be made in early August. In addition, he reported that the Shelter Tech would like to have more cat-traps around the city to limit the cat problem, but would need to increase her hours. A brief discussion ensued. Lastly, he reported that he is searching for a community outreach project for officers, and Council Member Atkinson noted that she would like to do a dunk tank and has the contact information available.

Mayor Bourne reported that we have listed the old fire engine on Public Surplus for $25,000. A brief discussion ensued.

The meeting was adjourned at 6:36 p.m. by consensus of the Council.

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City Council Meeting

Mayor Bourne called the July 9, 2025, City Council Meeting to order at 7:00 p.m. at the Garland City Building. Council Member Nelson offered a prayer, and the Pledge of Allegiance was led by Council Member Allen.

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 Atkinson motioned to approve the minutes for June 26, 2025. Council Member Nelson seconded the motion, with council members Allen, Atkinson, and Nelson voting in favor of the motion. Council Members Losee and Munns did not vote as they were absent from the last meeting. Motion approved.

Open Comments

Sandy Roundy expressed that it is good to see a full council.

Public Hearing – Fines & Fee Schedule

Mayor Bourne called the July 9, 2025, Public Hearing for the Fines & Fee Schedule to order. Treasurer Tiffanie Smith reported on the fines and fee schedule, noting that municipalities are required to maintain an up-to-date schedule. She expressed concern that the city lacks a current fee schedule, leading to reduced efficiency and a loss of revenue. She reported that she has thoroughly reviewed this fee schedule with the City Planner, City Building Inspector, and City Attorney, who all agreed and justified the schedule. Council Member Munns inquired about the Emergency Management Services to be included on the schedule and noted that he would like to see this added and review it again. A discussion ensued.

Mayor Bourne opened the meeting up for public comments and discussion.

Richard Owen expressed his frustration with the council for going back and forth over the fee schedule and to come back when they're ready to have a public hearing. He expressed that the city truly needs this in place, and he appreciated Tiffanie for doing such an outstanding job researching all of this.

Linda King reported that the fee schedule proposed for a water connection is very cheap compared to what she had to pay for North Riverside water. She also expressed her appreciation to Tiffanie for all of her dedication and hard work researching all of this information.

Mayor Bourne closed the Fines and Fee Schedule Public Hearing.

Public Hearing – Mayor & Council Members Compensation

Mayor Bourne called the July 9, 2025, Mayor & Council Members Compensation to order. She reported that the proposed ordinance, O-25-03, would increase the Mayor and Council Members' compensation in response to the elimination of free water overages for former and current city employees, except for those grandfathered in to retain the benefit. She noted that the current benefit has become costly to the city, with concerns that some may be abusing it, while others receive no real advantage because they don't exceed their water allotment. A discussion ensued.

Open Comments

Sindy Munns wanted clarification on whether employees received free water. It was clarified that employees still pay but receive a discount.

Richard Owen noted that when he was a former city employee, each employee had to pay out of their pocket for any training, etc. He expressed that he is in favor of this ordinance.

Jon Powell expressed that he thinks this ordinance is great and would like those grandfathered into this benefit to retain it.

Mayor Bourne closed the Mayor and Council Compensation Public Hearing.

Mayor Bourne called the regular meeting back to order.

Old Business

Discussion and Possible Action on Public Works Director

A discussion ensued regarding Travis as the public works director. Council Member Nelson motioned to approve Travis Atkinson as the Public Works Director. Council Member Allen seconded the motion, with Council Members Nelson, Allen, Munns, and Losee in favor of the motion. Council Member Atkinson removed herself from the vote due to a conflict of interest. Motion approved.

Public Works Director Oath of Office

Kristal Edwards administered the Oath of Office to Travis Atkinson for Public Works Director.

Discussion and Possible Action on Fines & Fee Schedule

A further discussion ensued on the fines and fee schedule. Council Member Munns motioned to table the fines and fee schedule until the August 6th council meeting. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on 1400 South Sidewalk Bond

Mayor Bourne reported that the previous city engineer utilized half of the budget for the 1400 South Sidewalk project on engineering fees, which left approximately $20,000 to complete the project. Paul Taylor, City Interim, reported that there are impact fees we can use on West Factory which should release some of the money to the general fund which in turn could be used for the sidewalk. He noted that if we do not use the grant money, the city must pay it back. A discussion ensued. Council Member Losee motioned to complete the 1400 South sidewalk project with funds from UTAP Safe Sidewalk. Council Member Atkinson seconded the motion. A brief discussion ensued. All council members present voted in favor of the motion. Motion approved.

New Business

Truth in Taxation

Margie Rycewicz provided a brief presentation regarding the truth in taxation. She reported that if municipalities choose to keep the certified tax rate the same each year, it will help bring down the taxes. She explained the misconception regarding when property values rise, the city receives more money, but stated that this is simply not a true statement. She noted that the only way for the city to receive more money from property taxes is to have more buildings built.

Discussion and Possible Action on Bid for 400 East Property

Mayor Bourne reported that the city received one bid at the open bid meeting from Bev Thompson on June 27, 2025, in the amount of $85,000 and needs the council to make a motion to approve or deny the bid. A discussion ensued. Council Member Munns motioned to accept the $85,000 bid received for the 400 East property. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on US Title Bid

Mayor Bourne reported that with the acceptance of the bid, the city will need to pay the seller's cost of $774. Council Member Losee motioned to approve the US Title bid for the seller's cost of $774. Council Member Munns seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Actions on Purchase Orders

PO#8114
Travis reported that public works needs more polymer for the sewer plant. Council Member Munns motioned to accept PO# 8114 for 3 drums of polymer in the amount of $4,779. Council Member Atkinson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

PO#8117
Shannon reported that he would like to have a new commercial ice machine for the cook shack. A brief discussion ensued. Council Member Atkinson motioned to accept PO# 8117 for the ice machine in the amount of $1,499.99. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on Park Rules

Mayor Bourne stated that the park rules have been presented to the council for a few weeks to review. Shannon noted that he would like to move forward with the park rules. A discussion ensued. It was agreed upon that the council would submit edits and suggestions to Shannon so that we can have an ordinance ready for the August 6th council meeting.

Introduction and Adoption of Ordinances & Resolutions

Discussion and Possible Action on Dissemination Policy

Mayor Bourne reported that there has not been a formal policy in place for tracking document requests made to the city. She stated that the new dissemination policy will require individuals to submit a GRAMA request in order to obtain any documents or records. She emphasized that this policy will help protect the city. Council Member Munns motioned to accept Resolution Number R-25-14. Council Member Losee 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 – yes

Resolution R-25-14 passed.

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Discussion and Possible Action on Marsh Construction Change Order Request

Paul reported that Marsh Construction has submitted change order# 1731 for West Factory Driveway Adjustments and Yard Drain and change order # 1737 for a two-inch water service connection at 934 West Factory Street. Paul reported that his proposal would be to move forward with change order # 1731 and not accept change order # 1737. Council Member Nelson motioned to approve change order # 1731 to complete 830 West Factory Street driveway adjustments and yard drain at 712 West Factory Street. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved. Council Member Nelson motioned to deny change order # 1737 for the two-inch water service connection at 934 West Factory, as bid states, and instead motioned to approve the proposed alternative up to the $20,000 amount. Council Member Allen seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on 2012 Impala Repairs

Mayor Bourne reported that the Impala requires necessary maintenance. She received a bid from Crumps for $1,117.78. A discussion ensued regarding the price. Council Member Atkinson motioned to table the bid received from Crumps and to get other bids to compare, and if the other bid(s) are cheaper, we will move forward with the repairs. Council Member Munns seconded the motion, with all council members present voting in favor of the motion, except Council Member Losee, who opposed. Motion approved.

Discussion and Possible Action on Date for Meet the Candidate Night

Mayor Bourne reported that we need to schedule a date for the meet the candidate night. There were two candidates in the audience, Daniel Austin and Jon Powell. A discussion ensued regarding which day would work best for everyone. Council Member Atkinson motioned to schedule the Meet the Candidate Night on Wednesday, September 24, 2025, from 7 pm-9 pm. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Discussion and Possible Action on Wheat & Beet Day Parade Application

A brief discussion ensued regarding the Garland City Office parade application. Kristal will complete the parade application for the city.

Discussion and Possible Action on Front Landscaping at the Garland Office

A discussion ensued regarding the city office front landscaping project. Mayor Bourne suggested that we remove the marquee as it is outdated and difficult to see when driving by. Council Member Atkinson motioned to propose to remove the marquee and fill the area with sod, and in the next budget year, install a replacement digital sign that will be more efficient for advertising. Council Member Nelson seconded the motion, with all council members present voting in favor of the motion. Motion approved.

Ordinance & Resolutions

Ordinance O-25-03: A discussion ensued regarding the compensation increase and whether to remove the free water overage benefits. Mayor Bourne noted that currently, council members are paid $100 a month and $600 a month for the Mayor position. This does not include any benefits; the only benefit for the positions is the taxes that are taken out of the paychecks. Council Member Munns motioned not to accept Ordinance O-25-03 for Compensation for Mayor and Council Member Positions. Council Member Allen seconded the motion. A further discussion ensued. Mayor Bourne called for a roll call vote:

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

Ordinance O-25-03 denied.

Ordinance O-25-04: The fines and fees schedule was previously discussed during the public hearing. The fines and fees schedule was tabled until the next council meeting held on August 6, 2025.

Ordinance O-25-05: Mayor Bourne reported that the LB Land Holdings was accepted at the last council meeting and we need an ordinance for the annexation. Council Member Nelson motioned to accept ordinance O-25-05 adopting LB Land Holdings annexation. Council Member Atkinson 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 – no

Ordinance O-25-05 passed.

Resolution R-25-14: Resolution was previously passed when discussed above.

Mayor and City Council Reports

Mayor Bourne reported that she completed employee evaluations. She reported that the school summer lunch program has been going well, but noted that kids are not being respectful to the park property. A brief discussion ensued regarding the discontinuation of the summer lunch program.

Council Member Allen did not have any reports.

Council Member Atkinson reported she is searching for a sponsor and is open to any suggestions for $3,000 to get the Children's Theater a new soundboard system. In addition, she reported that Ila Mae VanValkenburg will be the Wheelon Award winner this year. She asked Council Member Allen to create a brag-page for the Wheelon Award, asked Council Member Losee to do the Fun Run, and asked Council Member Munns to drive the horses for the Wheelon Award.

Council Member Losee did not have any reports.

Council Member Munns inquired about the status of the sidewalk repairs for the 925 and 1025 sidewalks that were previously approved for $20,000. A brief discussion ensued.

Council Member Nelson expressed her appreciation for the 100 West road repairs. She reported that she was unable to find any code regarding water meters covered by homeowners. A discussion ensued. Additionally, she reported that the Planning Commission is reviewing the parking strip code, street light policy, detention and retention ponds, and the city's annexation policy.

Financial Review – Approval of Payroll and Accounts Payable

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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

- Park rules ordinance
- Status on funds for sidewalk projects
- Fines and Fee Schedule

Council Member Atkinson motioned to adjourn at 10:04 p.m. Council Member Losee seconded the motion, with all council members present voting in favor of the motion. Motion approved.

The meeting was adjourned at 10:04 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 Hearing and City Council Meeting held on the above-referenced date.

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Kristal Edwards, Recorder

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