

**MINUTES OF THE
STAFF REPORT
MEETING OF
GARDEN CITY, UTAH**

The Garden City Town Council held the staff report meeting on Thursday, December 10, 2015 at the Garden City Lakeview Building located at 69 N. Paradise Parkway, Building C. Mayor Spuhler opened the meeting at 4:00 p.m.

Town Council Members present:

John Spuhler, Mayor
Pat Argyle
Darin Pugmire
Chuck Stocking

Others Present:

Kathy Hislop
Riley Argyle
Bob Peterson
Mitch Poulson

ROLL CALL

Mayor Spuhler asked for a roll call of Council Members present: Mayor Spuhler, Council Member Argyle, Council Member Pugmire, and Council Member Stocking.

ENGINEER REPORT

Mr. Murray explained that the USDA grant application is ready to go back in and be approved. We do have one issue with some property problems that need to be cleared up with the Elk Ridge tank. He said that we need to work through these property acquisitions and ownerships of the easements. If we can get through that we can send the application back in to get the funding taken care of.

Mr. Murray passed out an update on the plans for the trail from 350 S to the city park. He would like to get that bid out in January or February so we can get it constructed by Memorial Day.

Mr. Murray said that he met with Mr. Rulon Crosby on his subdivision to give him an idea of what he needs to do before he goes to the Planning Commission.

PUBLIC WORKS REPORT

Mr. Argyle said that they purchased the new plow truck and they are working to get the plow and sander installed.

Mr. Argyle said that they started the project at Heritage Park and can continue to work on it as the weather allows. They have an issue with muskrats again at the pond.

Mr. Argyle said that Mr. Gillies has gone to Arizona for the week to the Building Inspector class for his testing. Mr. Argyle will make sure that this test will take care of all his certificate requirements.

Mr. Argyle said that he needs to replace some parts on the turbidity meter at the treatment plant. There are 2 that have stopped working. They cost about \$1,800 each. He said that we also lost a flow sensor, but he will try to fix that on his own.

Mr. Argyle said that Haul Tree is doing a deal to remove trees. It will cost about \$800 to remove the cottonwood out at the park.

Mr. Argyle said that he has been working with the Canal Company and they have the documents ready to sign, with Swan Creek. It will change how we are going to run the well at the fish pond. Mr. Argyle said that he would also like to get a well at the lake side park to reduce the culinary water used to water the park.

CODE ENFORCEMENT REPORT

Mr. Peterson said that he met with UDOT to talk about some of the traffic issues during the summer.

Mr. Peterson said that he is working on the rec center, he passed out his drawings to the Council Members. The project will cost about \$6.3 million dollars for option A or \$4.3 million for option B. Mayor Spuhler said that we would have to go to the community members for a vote to determine if it is a good project.

Mr. Peterson said that he is still working on the tax report and will have the final report ready by March. He's checking to make sure the businesses are paying their taxes.

The insurance bids should be ready to review by the end of the year.

The meeting was closed at 5:05 p.m.

**MINUTES OF THE
TOWN COUNCIL
MEETING OF
GARDEN CITY, UTAH**

The Garden City Town Council held their regularly scheduled meeting on Tuesday, December 10, 2015 at the Garden City Lakeview Building located at 69 N. Paradise Parkway, Building C. Mayor Spuhler opened the meeting at 5:05 p.m.

Town Council Members present:

John Spuhler, Mayor
Pat Argyle
Darin Pugmire

Others Present:

Kathy Hislop
Riley Argyle
Bob Peterson
Mitch Poulson
Zan Murray
Anita Weston
Nadine Sprouse
Joey Stocking

ROLL CALL

Mayor Spuhler asked for a roll call of Council Members present: Mayor Spuhler, Council Member Argyle, and Council Member Pugmire.

APPROVAL OF MINUTES

Minutes of the Town Council Meeting held on November 3, 2015

Council Member Pugmire made the motion to approve the minutes of the regular Town Council meeting held on November 3, 2015 as written. Council Member Argyle said that she won't second the motion because she wasn't here for that part of the meeting. Mayor Spuhler seconded the motion. A roll call vote was taken: Council Member Pugmire, for; Mayor Spuhler, for; Council Member Argyle, abstained. Motion carried.

Minutes of the Town Council Executive Session held on November 3, 2015

Council Member Pugmire made the motion to pass the minutes of the executive session held on November 3, 2015 as written. Council Member Argyle seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

Minutes of the Town Council Special Meeting held on November 12, 2015

Council Member Pugmire made the motion to pass the minutes of the Town Council special meeting held on November 12, 2015 as written. Council Member Argyle seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

TRAILS PLANNING UPDATE

Mr. Mitch Poulson explained that he has filled out and submitted the application for the Enterprise zone for Garden City. He said that he will keep the Council informed as to the progress of the application.

Mr. Poulson explained that about a year ago they started a project to map the trails in the county. He said that a lot of trails in the county link with trails in Garden City. He said that eventually they want to connect Garden City to Randolph with an ATV trail.

Mr. Poulson gave a map of the trails to the Council. He said that he is also working on the trail map for Bear Lake County so we can connect trails in the 2 counties for a big regional master plan for trails.

Mr. Poulson said that he would like to finish this up in a few months. He said that he is getting grant money to extend the bike path on the east side of the lake.

Mr. Poulson will help Council Member Pugmire on the MOU's for the gun range. Council Member Pugmire is also working with Mr. Droesbecke and the County Commissioners. He would like to break ground in April.

WATER CONSERVATION MANAGEMENT PLAN UPDATE, APPROVAL

The Water Conservation Plan for 2015 has been drafted for the Council to review. This must be submitted to the state by the end of the year. The Council reviewed the plan and updated the conservation for the next 10 years.

Mr. Murray said there is a delicate balance between selling water to pay the bills and protecting the resource. There will come a time when there's only so much water that Garden City has and conservation will help extend that time.

Mr. Murray said that we are working to put money away in reserves to replace water lines as needed.

Garden City has already been very pro-active in conservation management. We installed meters on all lines in the past 4 years, which has improved the water conservation and education of water conservation throughout the system. We have educated the users regarding water conservation and the necessity of conservation to preserve our source.

Council Member Pugmire made the motion to approve the Water Conservation Management Plan for 2015 and on page 2 we insert an addition 3% over the next 10 years. Council Member Argyle seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

SHORT TERM RENTAL APPLICATION

561 W Raspberry Patch Road, Mike Lee, Management Company, Bear Lake Project Management.

The Council Members reviewed the short term rental application.

Council Member Argyle made the motion to pass 561 W Raspberry Patch Road, Mike Lee, under the Bear Lake Project Management, nightly rental. Council Member Argyle seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

PUBLIC COMMENTS

There were no public comments.

ORDINANCE DISCUSSION/APPROVAL

Ordinance #15-36, an ordinance updating the Dark Sky Ordinance

Mr. Peterson said that the changes to this ordinance are so he can enforce it. As the ordinance was originally written it was difficult to enforce. The Planning Commission made a few word changes to the ordinance when they reviewed it.

Council Member Argyle made the motion to approve ordinance #15-36, an ordinance updating the Dark Sky Ordinance. Council Member Pugmire seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

Ordinance #15-37, an ordinance updating the Commercial Zone

Mayor Spuhler said that we can deal with the sexually oriented businesses as they come in. We don't need to have this in the ordinances. Council Member Pugmire said that we should take a

small area and make that its own zone for the sexually oriented business zone. The Council Members agreed. They are not in favor of approving this ordinance.

The Council Members agreed that if they vote for this ordinance then we need to vote for 15-38.

Council Member Pugmire said that he will take this back to the Planning Commission to come up with a small spot for a new zone.

Mayor Spuhler put this ordinance #15-37 on the table to approve or not pass the ordinance.

Council Member Argyle, nay; Council Member Pugmire, nay; Mayor Spuhler, nay.
Council Member Pugmire made the motion and Council Member Argyle seconded the motion.
Motion carried against this ordinance.

Ordinance #15-38, an ordinance updating the Residential Estates/Agricultural Zone

Council Member Pugmire made the motion to not pass ordinance #15-38. Council Member Argyle seconded the motion. A roll call vote was taken: Council Member Argyle, nay against the ordinance passing; Council Member Pugmire, nay against the ordinance passing; Mayor Spuhler, nay against the ordinance passing. Motion carried.

Ordinance #15-39, an ordinance updating the RV definition

Mr. Peterson explained that the definition for the RV ordinance is a little vague, so now the definition will be clear.

Council Member Pugmire made the motion to pass ordinance #15-39. Council Member Argyle seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

Ordinance #15-40 an ordinance updating Recreation Vehicle and Overnight Camping Ordinance

Mr. Peterson explained that the ordinance had to be updated to follow the new definition and making the ordinance easier to follow. There really wasn't a lot of changes.

Council Member Argyle made the motion to pass ordinance #15-40 an ordinance updating Recreation Vehicle and Overnight Camping Ordinance. Council Member Pugmire seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Council Member Stocking, for; Mayor Spuhler, for. Motion carried.

RE-ZONE DISCUSSION/APPROVAL. Re-zone of property from Residential Estate to Residential Estate/ Agricultural Zone, parcel #36-04-00-07, 008, 009, 011, 012, 013 and a portion of 41-33-00-025, 41-33-09-001 through 41-33-09-029, 41-33-00-100, and 41-33-00-098.

Council Member Argyle made the motion to approve the re-zone of property from Residential Estate to Residential Estate/ Agricultural Zone, parcel #36-04-00-07, 008, 009, 011, 012, 013

and a portion of 41-33-00-025, 41-33-09-001 through 41-33-09-029, 41-33-00-100, and 41-33-00-098. Council Member Pugmire seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

COUNCIL MEMBER REPORTS

Mayor Spuhler explained that he met with the SITLA group and is working on a plan for the land. They are looking at what options would be good for that property, ie, a rope tow ski hill, an area for the rec center, etc.

Council Member Argyle said that she talked to Mr. Scott Grange, from Browning, and he would like to participate with the gun range.

Council Member Argyle said that she is still working on the memorial stones for the flag area at the Heritage Park.

Mayor Spuhler said that we applied for the TRT grant, but this year there may be a problem with how we applied for the grant. It was a bit confusing.

Mr. Peterson gave the report for Council Member Stocking since he wasn't here tonight. Mr. Peterson said that the Library Board would like to give a Christmas Bonus to the Librarians. They asked for \$475 for the 3 Librarians. Ms. Hislop asked why they were considering giving 3 employees a bonus and not all the employees. Mayor Spuhler said that all the employees are part of the city and we don't give a bonus to all employees. He said that we give cost of living increases to all employees. Mayor Spuhler said that we need to be fair for everyone. The Council Members feel the same. Mayor Spuhler said that they do work hard and we do appreciate the work that they do.

Mr. Peterson said that Council Member Stocking is working hard to get all the computers at the library working right.

Mr. Peterson told Mr. Monk about the rate increase for the pool for those who are outside the city limits. They will work on a way to monitor those who are a Garden City resident.

OPEN THE GENERAL FUND BUDGET AND THE WATER FUND BUDGET FOR BALANCE TRANSFERS

Council Member Pugmire made the motion to open the general fund budget and the water fund budget to balance the transfers. Council Member Argyle seconded the motion. A roll call vote was taken: Council Member Argyle, for; Council Member Pugmire, for; Mayor Spuhler, for. Motion carried.

Garden City

Business License Application

PO Box 207 • 69 N. Paradise Parkway • Garden City, Utah 84028
www.gardencityut.us • 435-946-2901 • 435-946-8852 Fax

Business Status: New Business
(check all that apply) Additional Location # _____
 Name Change
 Ownership Change
 Location Change
 Transient Vendor
 Concessionaire Vendor

License Fee: Business License Fee 90.00
Transient License Fee 12-15-15
Concessionaire Fee _____
Additional Location _____
Other _____
Beach Vendor License also requires a BCI background check

Official Use Only:
Planning Commission: Approved Not Approved Date: _____
Town Council: Approved Not Approved Date: _____
Inspections: Building Insp.: Initial Date: _____ Final Date: _____
Fire Inspection: Initial Date: _____ Final Date: _____
Comments: _____

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: Bear Lake Condo Rentals
If name change, previous name: _____
Location Address: 10 S. Bear Lake Blvd.
City, State & Zip: Garden City, VT 84028
Business Phone: 435-227-5253
Cell Phone: 801-856-7419
Mailing Address: PO Box 446
City, State & Zip: Garden City, VT 84028
E-mail Address: _____

Owners Name: Joseph Stocking
Owners Location: 50 S. Bear Lake Blvd
City, State & Zip: Garden City, VT 84028
Phone: _____
Cell Phone: 801-856-7419

Kind of Business Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Property management and short term rentals
Utah State Sales Tax Number: Temporary: 15509640
Ut State Professional License No. _____
Will you be installing a sign?: Maybe in the future

This is an application for a business license: the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Joseph Stocking hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule. Business License Fees are non-refundable.
Owners Signature: [Signature] **Date:** 12/15/15
Please print your name: Joseph Stocking

Garden City

Business License Application

PO Box 207 • 69 N. Paradise Parkway • Garden City, Utah 84028

www.gardencityut.us • 435-946-2901 • 435-946-8852 Fax

Business Status: (check all that apply) <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Additional Location # _____ <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change <input type="checkbox"/> Location Change <input type="checkbox"/> Transient Vendor <input type="checkbox"/> Concessionaire Vendor	License Fee: Business License Fee <u>90.00</u> Transient License Fee <u>12-15-15</u> Concessionaire Fee _____ Additional Location _____ Other _____ Beach Vendor License also requires a BCI background check
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Official Use Only:

Planning Commission: Approved Not Approved Date: _____

Town Council: Approved Not Approved Date: _____

Inspections: Building Insp.: Initial Date: _____ Final Date: _____
Fire Inspection: Initial Date: _____ Final Date: _____

Comments: _____

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: Bear Lake ~~Dance~~ RENTALS Business Catalyst Group

If name change, previous name: _____

Location Address: 10 S. Bear Lake Blvd.
City, State & Zip: Garden City, UT 84028

Business Phone: 435-227-5253

Cell Phone: 435-801-856-7419

Mailing Address: PO Box 446
City, State & Zip: Garden City, UT 84028

E-mail Address: business.catalyst.group@gmail.com

Owners Name: Joseph Stocking

Owners Location: 50 S. Bear Lake Blvd
City, State & Zip: Garden City, UT 84028

Phone: _____

Cell Phone: 801-856-7419

Kind of Business Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Offering marketing, management, and website consulting

Utah State Sales Tax Number: N/A

Ut State Professional License No. N/A

Will you be installing a sign?: NO

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Joseph Stocking hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule. Business License Fees are non-refundable.

Owners Signature: [Signature] Date: 12/15/15

Please print your name: Joseph Stocking

Garden City Business License Application

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Business Status: New Business
(check all that apply) Additional Location # _____
 Name Change
 Ownership Change
 Location Change
 Transient Vendor
 Concessionaire Vendor

License Fee: Business License Fee 90.00
Transient License Fee _____
Concessionaire Fee _____
Additional Location _____
Other _____
Beach Vendor License also requires a BCI background check

Official Use Only:

Planning Commission: Approved Not Approved Date: _____
Town Council: Approved Not Approved Date: _____
Inspections: Building Insp.: Initial Date: _____ Final Date: _____
Fire Inspection: Initial Date: _____ Final Date: _____

Comments:

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: A Step Up Cleaning Co. LLC
If name change, previous name: _____
Location Address: 276 E. 250 S.
City, State & Zip: Laketown, Utah 84038
Business Phone: _____
Cell Phone: _____
Mailing Address: _____
City, State & Zip: _____
E-mail Address: heidimuirbrook@yahoo.com
Owners Name: Heidi Muirbrook
Owners Location: _____
City, State & Zip: _____
Phone: _____
Cell Phone: 435 757-0150

Kind of Business Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Professional Cleaning
Utah State Sales Tax Number: _____
Ut State Professional License No. _____
Will you be installing a sign?: _____

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, A Step Up hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule.
Business License Fees are non-refundable.

Owners Signature: Heidi Muirbrook Date: 12-31-15
Please print your name: _____

Garden City

Business License Application

PO Box 207 • 69 N. Paradise Parkway • Garden City, Utah 84028

www.gardencityut.us • 435-946-2901 • 435-946-8852 Fax

Business Status: New Business
(check all that apply) Additional Location # _____
 Name Change
 Ownership Change
 Location Change
 Transient Vendor
 Concessionaire Vendor

License Fee: Business License Fee \$40.
Transient License Fee _____
Concessionaire Fee _____
Additional Location _____
Other _____
Beach Vendor License also requires a BCI background check

Official Use Only:

Planning Commission: Approved Not Approved Date: _____
Town Council: Approved Not Approved Date: _____
Inspections: Building Insp.: Initial Date: _____ Final Date: _____
Fire Inspection: Initial Date: _____ Final Date: _____

Comments:

Zone: Commercial 1 2 3 Residential Beach Devel. Other _____

Business Name: Digital Analysis, LLC dba Inteliqvant

If name change, previous name: _____

Location Address: 69 N Paradise Hwy
City, State & Zip: Garden City UT 84028

Business Phone: 303-946-8747

Cell Phone: _____

Mailing Address: 6525 Gundark Drive Ste 370-143
City, State & Zip: Boulder CO 80301

E-mail Address: darren@inteliqvant.com

Owners Name: Darren Caldwell

Owners Location: PO Box 307
City, State & Zip: Garden City UT 84028

Phone: 303-946-8747

Cell Phone: _____

Kind of Business: Retail Lodging Restaurant
 Professional Contractor Other

Briefly Describe Your Business: Online technical consulting

Utah State Sales Tax Number: NA

Ut State Professional License No. NA

Will you be installing a sign?: NA

This is an application for a business license; the actual license will be issued only when All inspections/Approvals are complete. Issuance of this business license shall in no way relieve the applicant of his/her responsibility of complying with applicable zoning, health, building, or fire regulations.

I, We, Darren Caldwell hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license and will not continue business without maintaining a valid license, in doing so, I will be subject to a penalty as stipulated by the Garden City Infraction Fee Schedule.

Business License Fees are non-refundable
Owners Signature: [Signature] Date: 11/7/16

Please print your name: Darren Caldwell



GARDEN CITY
SHORT TERM RENTAL APPLICATION

Owner or Property Management Company Name: <i>Mark Hishop Bearlake Rental Properties</i>
Owner or Property Management Company Address: <i>65 W Logan Rd #9</i>
Owner or Property Management Company Phone #: <i>435-881-9774</i>
Emergency Contact Name and Phone #: <small>(must live within 15 minutes of property & be available 24/7)</small> <i>Same</i>
Contact Persons E-mail address: <i>bearlakeprojectmanagement@yahoo.com</i>
Utah State Tax Number: <small>(must be registered to Garden City)</small>

The following information and documentation shall be contained in the application and provided to the Clerk:

- A. Completed Application signed by the Owner.
- B. Proof of Ownership for each unit.
- C. Site Plan drawn to scale for each unit, including the parking area with each parking space mapped out.
- D. Proof of valid insurance for each unit being licensed for short term rentals.
- E. Floor plan drawn to scale with dimensions.
- F. Zone designation and street address for each unit.
- G. If direct vehicular access from the Property to a public street is not shown on the Site Plan, the Application must include a Temporary Access Easement from the owners of each property over which vehicles must pass to access the Property. All Temporary Access Easements shall be signed and notarized by the owner or owners of the property or properties granting the Temporary Access Easements. Upon the termination of any Temporary Access Easement, it shall be the responsibility of the Owner to obtain a new Temporary Access Easement from the new property owner. Failure to obtain a replacement Temporary Access Easement shall be cause for termination of the License.

- H. Copies of currently valid Town and State Sales Tax collection and accounting numbers in the name of the Owner or the Property Management Company.
- I. The name, address, and contact information including a 24-hour contact phone number for the person at the Property Management Company managing the Property; or, if there is no Property Management Company, the name, address and contact information, including a 24-hour contact phone number, of a person living with 15 minutes of the property(s), who may be the Owner or Owner's Agent, and who can be contacted in the event of an emergency.
- J. Inspection by the Garden City Building Inspector and Garden City Fire Chief.
- K. A signed acknowledgement on the application, that the Owner, Property Management Company, and/or Owner's agent, if any, have read all of the Town's regulations pertaining to the operation of a Short Term Rental.
- L. The Owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations. If there is a Property Management Company or other agent of the Owner managing the Short Term Rental, the agent or an authorized officer of the Property Management Company, or both, shall also sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.

Fill out one section for each location you are renting: (you may need to fill out a second application for more locations).

Owner of Property: Darren & Marlene Brewster	Owners Phone #: 801 556-1897
Address of Property: 920 N. Newberg PL. #3	Subdivision or resort where property is located: Harbor Village
Owners mailing address: 8688 S. Canyon Circle W.J, UT 84088	

Owner of Property:	Owners Phone #:
Address of Property:	Subdivision or resort where property is located:
Owners mailing address:	

As the Owner/Property Management Company for the above listed properties I understand that I am responsible for:

- 1. The Owner or Property Management Company, or other agent of Owner shall:
 - a. mail or provide directly to the party signing any rental agreement or reserving the Property a copy of all Short Term Rental rules and regulations as soon as possible, but no later than 10 days after reserving the Property; and

- b. prominently display, on the Property, all of the rules and regulations pertaining to Short Term Rentals.
- c. collect appropriate Sales, Resort, and Transient Rental Taxes.
2. Each Short Term Rental shall have a clearly visible and legible notice within the unit, on or adjacent to the front door, containing the following information:
 - a. The name of the Property Management Company, agent, and/or Owner of the Property, living with 15 minutes of the property(s), contact persons telephone number at which that party may be reached on a 24-hour basis;
 - b. The maximum number of occupants permitted by the license;
 - c. The maximum number of vehicles permitted on the property and that all vehicles must be parked on the Property;
 - d. The number and location of all on-site parking spaces and the parking rules for seasonal snow removal;
3. The trash pick-up day and notification of all rules and regulations regarding trash removal, including without limitation, when trash may be left out and that animal-proof containers must be used.

I further understand that the following are prohibited activities for short term rentals, as defined by ordinance:

1. Occupancy beyond the specified amount in the License.
2. Parking of vehicles in non-compliance with section 8-607, of the Garden City Municipal Code.
3. Outdoor sleeping of individual(s), which exceeds the permitted occupancy.
4. Any unauthorized commercial activities.
5. The preparation of any food on site for persons other than the allowed occupants and the allowed guests.

The short term rental property authorized by this ordinance must be managed properly. As a condition to holding a valid short term rental license, the licensee agrees to provide or arrange to provide for adequate maintenance. The minimum services required and management regulations include:

1. Structural maintenance to preserve substantial code compliance as described herein.
2. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance on adjoining or nearby properties.
3. Trash collection which insures that trash containers are not left at the curb for any period in excess of twenty-four (24) hours and the property must be kept free of the accumulated garbage and refuse. All large boxes must be collapsed and trash bagged and placed in the appropriate receptacles.

By signing this document I represent that I have read and am familiar with the Short Term Rental Ordinance, Section 8-600 of the Garden City Municipal Code, and that I will conform to all the requirements therein. I also certify that this rental house/unit complies with all applicable health, safety, fire, and related public safety requirements. I further acknowledge that I understand that it is my responsibility to contact the Garden City Office at any point that I make a change to a rental unit which might affect the information on my application.

I understand that this license does not preclude me from following the appropriate Homeowner Association CC&R's and obtaining approval from the appropriate Homeowner Association for each unit, prior to commencing any rental. I further understand that not all subdivisions within the Garden City limits allow short term rentals and my unit may be located within one such subdivision.

Incomplete applications will not be accepted.

Jan B. H. Marlene Brewster
Signature of the Owner of property

12.20.15
Date

[Signature]
Signature of Property Management Company

12-28-15
Date

Same
Signature of Contact Person

Date

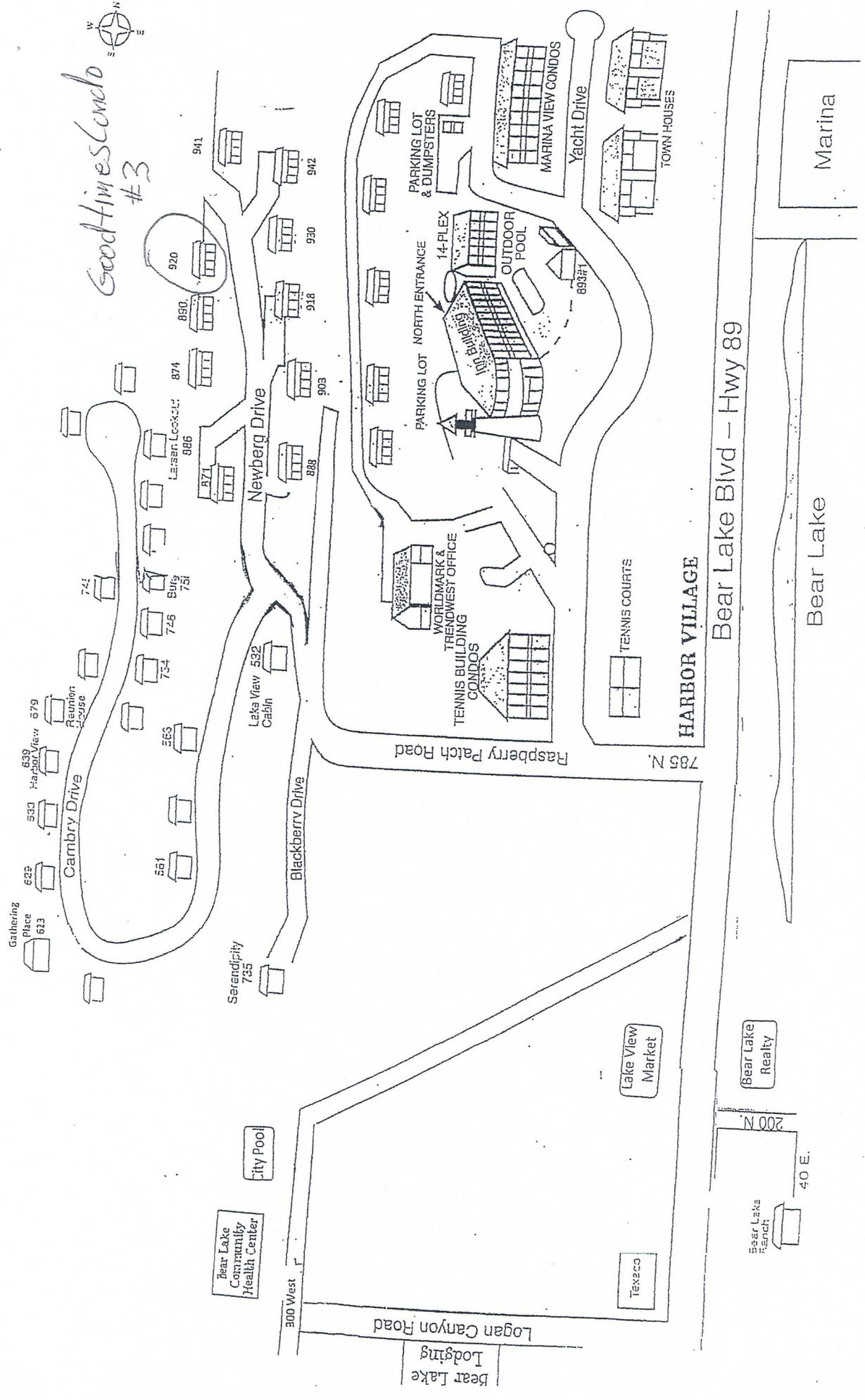
Application fee, **NON-REFUNDABLE**: \$100 plus \$130 per unit

pd \$130.00 12-29-15

The foregoing application was _____ approved _____ disapproved at a meeting of the Garden City Town Council held on _____ day of _____, 20__.

SEM

Good Times Condo #3



Gathering Place 623

622

533 Harbor View

639 Harbor View

679 Reunion House

741

745

751

754

751

563

561

532

532

532

532

532

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Bear Lake Community Health Center

City Pool

300 West

Logan Canyon Road

Bear Lake Lodging

TEXACO

Lake View Market

Bear Lake Ranch

40 E.

Bear Lake Realty

200 N.

Bear Lake Blvd - Hwy 89

Bear Lake

Marina

HARBOR VILLAGE

TENNIS COURTS

TENNIS BUILDING

WORLDWIDE & TRENDWEST OFFICE CONDOS

WORLDWIDE & TRENDWEST OFFICE CONDOS

Raspberry Patch Road

785 N.

PARKING LOT NORTH ENTRANCE

14-PLEX

OUTDOOR POOL

853#1

853#1

853#1

853#1

853#1

853#1

853#1

853#1

853#1

853#1

853#1

853#1

853#1

853#1

PARKING LOT & DUMPSTERS

MARINA VIEW CONDOS

Yacht Drive

853#1

853#1

853#1

853#1

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Lake View Cabin

Newberg Drive

Blackberry Drive

Blackberry Drive

Blackberry Drive

Blackberry Drive

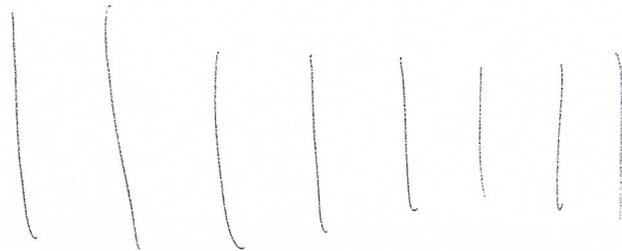
Basement

Family Room

Bathroom

Laundry Room

Mechanical Room



Main

Kitchen

Dinning

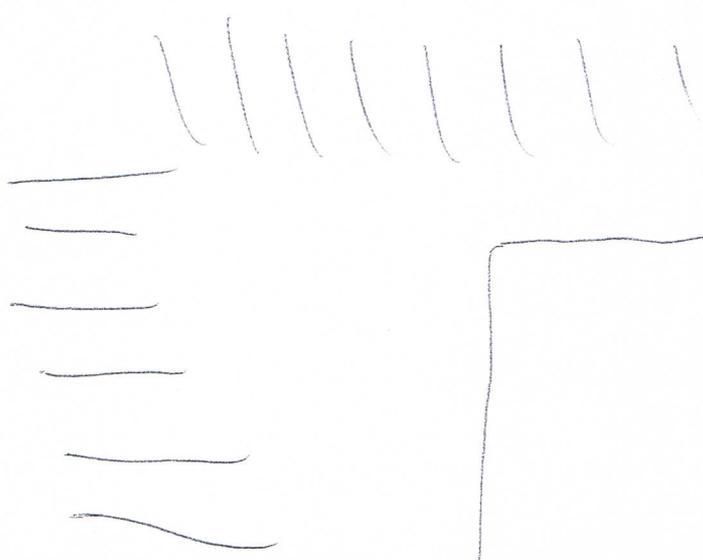
Family Room

Upper Floor

Bedroom #1

Bathroom

Bedroom #2



SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST

Address: 920 N. Newberg Ave. #3
 Date of inspection: 01/04/16
 Owner: Darren & Marlene Brewster
 Property Management:
 Contact Name: Mark Hislop.
 Contact Phone #:

Safety Inspections:		Time limit to correct
Handrails/Guardrails	OK	
Outdoor lights	OK	
Entry lights	OK	
Water shut off	OK	
Breaker box labeled	OK	
Gas shut off	OK	
Hot water heater	OK	
Furnace	OK	
Water working	OK	
Kitchen sink	OK	
Fire Extinguishers	per fire chief	
Electrical outlet plates	OK	
Check address on unit	OK	
Other:		

SHORT TERM/NIGHTLY RENTAL INSPECTION CHECKLIST (page 2)

Address: 920 N. Newberg Pl.

Date of inspection: 01/04/16

Owner: Reneester.

Property Management:
 Contact Name: Mark (Mark)
 Contact Phone #:

Sleeping Rooms:	#1 Basement	#2 Main	#3 Upstairs	#4 Upstairs	#5	#6
Sq Ft.	2-Full Puffcoats 1-twin Puffcoats 250 sq ft ok	2 Puffcoats 200	11x17 Master. ok	12x13 spare ok		
Height	ok	ok	ok	ok		
Exit requirement	ok	ok	ok	ok		
Window(s)	ok	ok	ok	ok		
Smoke Detector	per fire	chiral				
Total Square Ft.	250	200	187	156		

793

Total Occupancy allowed this address: 15 (shall not include children under the age of three (3)).
 Total Parking required at this address: 3 (All vehicles include trailer's RV's, boats, motor homes, etc., shall park in designated parking areas. Each trailer is considered a vehicle).

Signatures:

Inspector: [Signature] Date: 01/04/16

Owner: _____

Property Management Company: _____
 You must call when you are ready for a re-inspection, (435)946-2901

GARDEN CITY FIRE DISTRICT

P.O. BOX 248 145 WEST LOGAN ROAD

GARDEN CITY, UTAH 84028

PHONE/FAX (435) 946-3557

FIRE SAFETY INSPECTION REPORT

Business Name: BEAR LAKE PROJECT MOUNT Inspection Date: 1-4-16

Business Address: 110 N. NEWBORG PLACE Suite: # 3 Business Phone: 435-881-9774

No.	Violations	No.	Locations/Remarks	Cleared
ACCESS-				
1	<input checked="" type="checkbox"/> Maintain fire lane free of obstructions			/ /
2	<input checked="" type="checkbox"/> Provide address numbering which is visible from street			
3	<input checked="" type="checkbox"/> Provide supra box for fire dept. access			/ /
EXITING				
4	<input checked="" type="checkbox"/> Remove obstructions at exits, doors, aisles, corridors, stairways, etc.			
5	<input checked="" type="checkbox"/> Exit door to open without a key or any special knowledge or effort			/ /
6	<input checked="" type="checkbox"/> Provide sign over main exit door(s)			
7	<input checked="" type="checkbox"/> Repair non-operable exit door hardware			/ /
8	<input checked="" type="checkbox"/> Removed obstructions from door required to be closed			/ /
9	<input checked="" type="checkbox"/> Remove locks & latches from doors with panic hardware			
10	<input checked="" type="checkbox"/> Remove storage from attic, under-floor and concealed spaces			/ /
11	<input checked="" type="checkbox"/> Provide/maintain exit sign/emergency lighting			
FIRE EXTINGUISHERS				
12	<input checked="" type="checkbox"/> Have fire extinguisher serviced and tagged			/ /
13	<input checked="" type="checkbox"/> Provide/mount fire extinguisher as indicated			/ /
14	<input checked="" type="checkbox"/> Provide clear access to fire extinguisher			
15	<input checked="" type="checkbox"/> Post a sign indicating fire extinguisher location			/ /
16	<input checked="" type="checkbox"/> Maintain 3 foot clearance for access/use of fire appliances/equipment			
FIRE PROTECTION SYSTEMS				
17	<input checked="" type="checkbox"/> Secure all system control valves in the open position		PASSES INSPECTION	/ /
18	<input checked="" type="checkbox"/> Replace damaged, corroded or painted sprinkler heads/ Fire department connection (FDC) caps			
19	<input checked="" type="checkbox"/> Provide annual certification for sprinkler/standpipe system			
20	<input checked="" type="checkbox"/> Provide sprinkler coverage in unprotected areas	Re-inspection dates	Inspector	
21	<input checked="" type="checkbox"/> Provide spare sprinkler heads and/or compatible wrench	1 st	/ /	
22	<input checked="" type="checkbox"/> Hood and duct extinguishing system to be serviced and tagged	2 nd	/ /	
23	<input checked="" type="checkbox"/> Remove grease from hood, duct, and filters (keep clean)			
FIRE ALARM SYSTEMS				
24	<input checked="" type="checkbox"/> Maintain, repair, inspect, and/or test fire alarm system	Refer to FFB	/ /	
FIRE SEPARATIONS				
25	<input checked="" type="checkbox"/> Repair holes in required fire resistive construction	3 rd	/ /	
26	<input checked="" type="checkbox"/> Provide/repair self or automatic closing fire rated assemblies	Hearing	/ /	
ELECTRICAL				
27	<input checked="" type="checkbox"/> Discontinue use of extension cords	District attorney	/ /	
28	<input checked="" type="checkbox"/> Install permanent wiring for fixed or stationary appliance			
29	<input checked="" type="checkbox"/> Provide cover plates for all junction boxes	Final clearance	/ /	
30	<input checked="" type="checkbox"/> Remove exposed wiring or protect in approved conduit			
31	<input checked="" type="checkbox"/> Provide a clear work space at all electrical panels (30" in width, 36" in depth and 78" in height) Remove exposed wiring or protect in approved conduit			
32	<input checked="" type="checkbox"/> Labeling electrical rooms and breaker			
FLAMMABLE LIQUIDS - COMPRESSED GASES				
33	<input checked="" type="checkbox"/> Provide flammable liquid storage cabinet or reduce storage			
34	<input checked="" type="checkbox"/> Remove all fueled vehicles or equipment from buildings			
35	<input checked="" type="checkbox"/> Secure compressed gas cylinders			
STORAGE - HOUSEKEEPING				
36	<input checked="" type="checkbox"/> Arrange storage in an orderly manner to provide access/egress			
37	<input checked="" type="checkbox"/> Remove combustible storage from boiler, mechanical, or electrical rooms			
38	<input checked="" type="checkbox"/> Reduce storage to 24 " below ceiling or 18" from sprinkler heads			
39	<input checked="" type="checkbox"/> Provide approved metal container from oily rag storage			
40	<input checked="" type="checkbox"/> Remove waste & rubbish material from the premises daily			
41	<input checked="" type="checkbox"/> Keep dumpster 5' away from buildings			
42	<input checked="" type="checkbox"/> Clearance from ignition sources			
MISCELLANEOUS				
43	<input checked="" type="checkbox"/> Other violations and comments			
NO VIOLATIONS NOTED THIS DATE - THANK YOU FOR BEING SAFE				

You are hereby notified to correct all violations immediately or show cause why you should not be required to re-inspection will be conducted after _____ days from the date of this notice. Willful failure to comply with this notice is a misdemeanor. Violations which are not corrected immediately and or remain after the re-inspection may be processed as a criminal offense. Thank you for your assistance and cooperation in minimizing the fire and life loss in your community.

BY ORDER OF THE FIRE CHIEF

SIGNATURE OF RECIPIENT:

 _____ Owner _____ manager _____ employee _____ other
 Inspecting Officer: _____
 FFB _____ COMPANY _____ Shift _____ Page _____ of _____

GARDEN CITY PAYROLL POLICIES AND PROCEDURES

1. Payroll periods are every two weeks. All pay checks for two-week pay periods will be distributed within seven working days after the last working day of the pay period. Paychecks are directly deposited into individual employee checking or savings accounts or by written checks.
2. General Policies:
 - a. All employees of Garden City are required to submit a time sheet, which must be received by the Payroll Officer by Monday at 1 p.m. following the end of the pay period.
 - b. No advances on salaries or loans to employees will be made.
 - c. Payment to all employees will be based on the approved time sheets.
 - d. Payroll checks will be direct deposited to employees or by written checks. Check stubs will be available within 7 (seven) working days. Employee's checks will not be given to anyone except the employee, unless a written consent has been sent to the Payroll Officer in advance of the payroll. Note: (the Payroll Officer cannot accept verbal permission to distribute an employee's paycheck to another party).
 - e. A new employee will not be put on payroll without a W-4 form, an I-9 form, an Authorization for background check form, and an Employee drug test verification form.
 - f. All payroll will be done on a computerized system.
3. Procedures:
 - a. Each employee will complete and submit a signed individual time sheet showing hours worked, sick time, vacation time and holiday time taken.
 - b. Each supervisor will review for accuracy and sign time sheets. All time sheets are to be sent to their direct supervisor for approval and signature.
 - c. If an employee has not yet enrolled for direct deposit, the payroll check will be distributed to the employee normally, no earlier than 4 p.m. the 7th (seventh) workday following the close of the pay period.
 - d. Payroll deductions will be made for F.I.C.A., Federal and State Income Taxes, applicable health benefits and any other amounts required by State or Federal law. These accumulated deductions will be submitted to the proper entity on or before their due date.
 - e. An accounting of deductions will be given to the employee as part of the payroll documentation. Staff is instructed to verify that the deductions are correct and maintain their pay stubs.

GARDEN CITY CREDIT CARD RECORD POLICIES AND PROCEDURES

1. Credit cards/debit cards are accepted for all type of payments to Garden City. All cards are accepted except American Express, which may be changed from time to time depending on which merchant service company is used.
2. Garden City accepts credit card information by:
 - a. Phone
 - b. Direct access to merchant service payment
 - c. Direct customer access at office
3. Credit card information is recorded in merchant services online records of which the Garden City office has access to record the credit card information. Once the credit card information has been recorded the Garden City office only has access to the last 4 digits of the credit card and no access to the CVS code.
4. Garden City can accept written card information to keep on file for a deposit. This information is a written log of the credit card information. This logged information is kept in a locked cabinet where only 1 person will have access. The locked cabinet is kept locked during normal business hours and after hours. It can be unlocked to retrieve the credit card information or add information to the log.

Garden City Water Billing Policy & Procedures

Objective:

To bill for water service accurately and promptly, and to take timely and reasonable actions to collect past due amounts.

Water Billing Procedures:

1. 1st of the month water bills are prepared and mailed
2. Bills are past due the 25th of each month.
3. If payment is not made then a past due reminder letter/water shut off warning is mailed.
4. If payment is not received then a second letter is sent certified mail approximately the 15th of the month.
5. After the second letter, if payment is not received by the 25th then red-tags are placed on doors.
6. If payment is still not made then water will be shut-off approximately the 26th of the month. (\$150 shut off fee, \$150 turn on fee).
7. If three red tags are given within a 12-month period of time then a \$50 administration fee will be applied to the account.