

**The Minutes of
Honeyville City Council
February 8, 2023 Regular Meeting**

Mayor Bruce Nelson called the meeting to order at 7:00 p.m.

Present were Mayor Bruce Nelson, Councilmembers Ryan Adams, David Hougaard, Kory Wilde, Trevor Gardner and Dale Millsap.

Approximately 14 members of the public were present.

Employees present were: Wendy Lindauer, Deputy Clerk
Codey Illum, Zoning Administrator
Blair Perry, Treasurer

David Hougaard offered the invocation and led the group in the Pledge of Allegiance.

Conflict of Interest: None noted.

Public Comment Period: No comments were made.

Mayor Nelson adjusted the agenda due to scheduling conflicts and addressed Action Item A now and will continue with the agenda as presented after this point.

ACTION ITEM:

- A. County Quit Claim Deed – Old Road to BR Bridge: County Commissioner Bingham** addressed the council regarding a road in Honeyville City. This is a road just off of 6900 W. As you head towards Bear River City from Honeyville the road is on the west side just before you go over the Bear River.

There has been some debate as to who owns this road. The county attorney researched this and found that it was deeded to the county. Because this road is in Honeyville City, the county did a quit claim deed to the city so that they could act on any decisions regarding this road.

Mayor Nelson stated that currently Honeyville City is receiving Class C funds for that road. It is not a large amount, but it is something the Mayor wanted to make the council aware of. The Mayor informed the council that the decision that needed to be made was whether or not the city would accept the property or not. In the future there

are individuals who would like to have the city vacate that road to them, however that is not on this agenda.

Kelly Shaw one of the landowners along that road explained that they had been researching the ownership of this road for years because they would like to have some resolution on how to manage this property. She stated that the description on the deed is from 1907, however it doesn't match the current property descriptions on record. The road now is approximately 66' wide and 800' long. The council looked at the road on google maps to see where the road is currently located.

DALE MILLSAP motioned to accept the County's Quit Claim Deed. KORY WILDE seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

Mayor Nelson asked Dale to work with the landowners along that road to find out what they would like to do. The landowners would like to be on March's City Council agenda to request the road be vacated to them. If the city receives all the required information in time the Mayor will add them to the agenda.

**Planning & Zoning Administrator/ Planning Commission Report –
Zoning Administrator Codey Illum & Planning Commission Chair Kenny Funk:**

- A. Planning Commission Report: Kenny F** reported that the Planning Commission is working on defining frontage and asked permission to contact the city attorney about defining frontage. They had suggested that the back of the frontage not be less than 80% of the front. **Mayor Nelson** was ok with having the city attorney give feedback regarding that suggestion. **Kenny F** also reported that there will be a public hearing regarding the A-5A zone on February 22.
- B. Planning & Zoning Admin Report: Codey I** reported that the city had received a lot line adjustment application, but upon review by the city engineer they found it is actually a parcel line adjustment as it is not a part of a subdivision. After the review by the engineer, it was presented to the city attorney and she stated that currently the city does not have anything in the code that requires landowners to request permission from the city to have a parcel line adjustment.

City Administration – Mayor Bruce Nelson

DISCUSSION ITEMS:

- A. Risk Assessment Report: Blair Perry** reported that every year the state requires the city to fill out a risk assessment. According to the form the city is low risk. **Mayor Nelson** stated that every year the City Council and Planning Commission need to sign an ethical behavior statement. He also reported that the City Council and Planning Commission

need to attend training at least once every four years. He asked that the council members report to the office when they last attended training.

- B. 4th of July Committees:** **Mayor Nelson** asked that the council members keep their same assignments from the previous year. Due to the shift in Mayor and council position, **Ryan A** will take over the park activities. Feedback from last year was that citizens would like to have hamburgers to purchase at the park. **Trevor G** felt that between the City Council and the Planning Commission that they could all take shifts to make this happen. It was also reported that citizens were frustrated that they were not allowed on the bounce houses right after the parade. This can be remedied by paying for additional time with the bounce house company.

4th of July Assignments are as Follows:

- **Ryan Adams – Park Activities**
 - **David Hougaard – Food at Park**
 - **Kory Wilde – Rodeo**
 - **Trevor Gardner – Parade & Movie in the Park**
 - **Dale Millsap – 5K**
- C. Status on Water Project Engineering Change/Meeting with Fire Marshall Regarding Permit for Grocery Store:** **Mayor Nelson** received some estimates to change the water project from Highway 38 to 6900 N. to Salt Creek Rd. The 6900 N. project would cost the city 1.24 million dollars vs. the \$480,000 for the Highway 38 project. A flow rate was measured on 3600 W. from a fire hydrant and the flow rate was 375 gallons/min. **Ryan A** reported that the city needs 1500 gallons/min. for fire suppression according to fire code. **Blair P** stated that if they change the project it will require an adjustment to the budget. There was also further clarification that the pipe on Highway 38 is currently an 8" pipe not a 6" pipe like the water model shows. **David H** shared that a resident had shared with him that one of the abandoned lines going under the interstate is currently in a culvert. **Ryan A** stated that it would be \$737,000 to bore under the interstate. Because this item is listed under discussion the city could not make a motion regarding these projects. **Blair P** stated that due to experience he has seen that by doing large projects in chunks rather than just taking on the entire project, it usually ends up costing the city two to three times more in the long run. **Mayor Nelson** scheduled a special meeting to decide on this project for February 15, 2023 at 7:00 p.m. **Mike Baldwin** one of applicants for a potential grocery store, asked what the city's timeline on the project going west was looking like to help them make a decision on how to move forward. The council would provide more information at the February 15th meeting. **Blair P** will provide budget information as needed. There was further discussion on which project holds the highest priority. It was also reported that when the Mayor and Ryan met for the flow test it was brought to their attention that there could be some issues causing the low flow such as water hammering coming from a potential air pocket in the line, an

air-vac that is not working correctly or it could be because the city has water flowing from the north and the south into one pipe which reduces flow.

- D. General Plan: Mayor Nelson** spoke with different individuals regarding a general plan and what it consists of. The city currently has a grant for \$40,000.00 to go towards a general plan. He also stated that he received 4 different names of people willing to help with a general plan they are Mike Hansen, John Janson, Jones & Associates and the city attorney recommended attorney Colt Mund. Mike suggested taking \$35,000.00 to upgrade the general plan and \$5,000.00 to have a lawyer review it. This plan would also include updating a land use plan. The Mayor asked Kory to come back with a recommendation on who he would like to use to create this plan. John Janson was also willing to show the city council what a general plan consisted of, but the council did not feel that was necessary.

ACTION ITEMS:

- A. Davis & Bott Audit Report – Matt** with Davis & Bott reported that what is on the books is a representation of what is actually going on within the city giving the city a clean report. He also clarified that there are three basic types of financial statements in the report they are: Government Wide Financial Statements, Fund Financial Statements and Notes on the Financial Statements. The government wide financial statement is sorted into government and business types. This is determined by where the money is coming from. The government funds should be coming from tax funds or intergovernmental money. The business type funds come from the water. The water should sustain itself; the city should refrain from transferring money from the government funds to support the water funds. The city can do this, but it would require public hearings. However, the city can never take water funds and put it into governmental funds. The fund financial statement breaks the funds down into different departments such as parks & rec, roads or the general funds. The city currently has 2 million in unrestricted funds. Under general funds there is \$186,00.00 that is restricted to the roads. There is also assigned money in the capital project funds of \$868,000.00 and \$291,000.00 of unassigned funds that can be used for any project the city sees necessary.

There is an issue the city needs to address; due to an increase in sales tax revenue and unexpected ARPA grant funds the city received more money than was budgeted for. In the general fund the city cannot keep more than 35% of its revenue.

The audit lists any potential weaknesses within the city. The city has an issue with internal controls, meaning there is not enough segregation of duties. This comes with being a small community. The city has put things in place to help alleviate this issue but it is not financially feasible at this time to hire additional staff to completely alleviate this issue.

Under the State Compliance section there were two areas that the city had an issue with this year. One of the issues was that the unrestricted fund balance exceeds the State limitation. The

next issue was that the city did not do a fraud risk assessment during the reporting year. It has been done for this year. All prior findings have been cleaned up.

- B. Flood Hazard Mitigation Plan:** Mayor Nelson stated that due to flooding on 3600 W. on the North side of town the city applied for some grant funds to help resolve the issue. One of the things that the city needed to adopt was a Flood Hazard Mitigation Plan.

DALE MILLSAP motioned to accept the Flood Hazard Mitigation Plan as a starting draft for moving forward. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

- C. Engineering Study for Water Capital Facility Future Needs & Impact Fee:** Mayor Nelson stated that the city needs to clarify the pressing needs of the city. This study would help the city come up with a priority list of needs and if there needs to be an increase to the impact fees. The city engineer recommended doing this study after the general plan has been updated due to potential land use changes. The Mayor and City Administrator didn't feel that there was going to be a big change to the land use portion of the general plan and felt that they could be working on both projects at the same time. Trevor G questioned why the city could not wait for the general plan to be completed before moving forward with this study. Kory W reported that in West Corinne their water impact fee is increasing to \$29,000.00 with a \$5,000.00 connection fee. Mayor Nelson stated that the Honeyville's water impact fee is \$3,875.00, however it is actually \$3,757.00. The city has to base this fee off of engineering studies and that is where this number came from. Kory W also reported that West Corinne has a tiered system to determine agricultural rates, resident rates and industrial rates. There was further discussion regarding the quoted price for this type of project. The city engineer felt the project could be done for less than what was quoted.

DALE MILLSAP motioned to move forward with Jones & Associates doing an Engineering Study for a Water Capital Facility Plan and Impact Fee Study. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

- D. Status of City Hall Remodel:** Mayor Nelson shared that he had met with Seth from Jones & Associates and asked him to generate two plans. One would remove the stairs and widen the hall, the other would keep the stairs. The Mayor and Ryan met with Jordon Anderson who is the chief for the fire department and asked what the needs of the Fire District are. Jordon reported that they do need a shower and that he preferred a different access to the upstairs. David H did not like the idea of a shower in the public restroom. Dale M stated that currently they are not using the shower, but it is a requirement. There was further discussion about having a shower with a curtain out in the fire station so they can meet the requirement, but not be a huge expense to the city. David H felt the need for a wall or partition in the office so that an individual can be working without the public seeing them. Trevor G mentioned the lack of storage space at city hall. Blair P reminded the council that there should still be funds to upgrade the council room after the office remodel.

DALE MILLSAP motioned to have Seth from Jones & Associates create an architect design to remodel the clerk's office, moving the shower into the fire department bay along with moving the stairs. **RYAN ADAMS** seconded the motion. **MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.**

- E. **Appoint Planning Commission Member:** Mayor Nelson recommended Jacob Jaques to fill Ryan Adams vacant position on the Planning Commission. Jacob introduced himself and stated that he has grown up farming and also works for Weber Basin water. He has watched other communities make mistakes in their growth and looks forward to helping Honeyville look at the needs of the city and plan accordingly.

TREVOR GARDNER motioned to appoint Jacob Jaques as a Planning Commission member. **RYAN ADAMS** seconded the motion. **MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.**

F. **City Council Work Meeting Minutes – 01/18/23:**

DALE MILLSAP motioned to approve the City Council Work Meeting Minutes of 01/18/23 as presented. **KORY WILDE** seconded the motion. **MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.**

G. **City Council Regular Meeting Minutes – 01/18/23:**

DALE MILLSAP motioned to approve the City Council Regular Meeting Minutes of 01/18/23 as presented. **KORY WILDE** seconded the motion. **MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.**

H. **Check & Deposit Details – 01/01/23 – 01/31/23:**

Kory W had a few questions regarding the heating bills for City Hall & the Public Works Shop. There was a significant difference between the two buildings. Mayor Nelson will talk to the employees about this issue.

Dale M asked the Mayor if there were any items that stood out to him, which he did not see any. He also was happy to see the Planning Commission had started receiving the stipend the council had voted on.

DALE MILLSAP motioned to approve the Check & Deposit Details of 01/01/23 – 01/31/23 as presented. **DAVID HOUGAARD** seconded the motion. **MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.**

Public Health & Safety/Buildings & Equipment – Councilmember David Hougaard:

- A. Rental Home Bids:** David H spoke with two different companies and received two bids to repair the rental home. The first bid was for \$87,000.00 the other bid was for \$45,000.00. The first bid includes an electrical bid to upgrade some electrical issues.

The rental company would rent the home for \$1500.00/month keeping 10%, so it would take quite a bit of time to recoup their funds.

There was further discussion about possibly tearing the home down, but keeping the property. There were also concerns about vandalism to the home if it remains vacant.

This item will be on next month's city council agenda. Dale M also mentioned reaching out to Trent Loveland for a quote.

Parks & Cemeteries/Youth City Council – Councilmember Trevor Gardner:

Nothing to report at this time.

General Community Events/Planning Commission – Councilmember Kory Wilde:

Nothing to report at this time.

Water Systems & Drainage – Councilmember Ryan Adams:

- A. Secondary Water Issue:** Ryan A spoke with Dana and she mentioned there is a conflict with the Secondary Water Plan and the City's General Water Plan. The conflict comes from the 2010 General Master Plan which states no additional water rights are needed for total build out. The Mayor would like this to go to the Planning Commission.

Streets & Roads/Mosquito Abatement/City Communications – Councilmember Dale Millsap:

- A. Road Damage:** Dale M has been looking for roads that need repairs.
- B. Mosquito Abatement:** Dale M attended a meeting with not much to report except that Boyd Bingham is now on the board as the county representative.

ACTIONS FROM FEBRUARY 8, 2023:

- **DALE:** Meet with residents about possibly vacating the road to the old BR bridge.
- **BRUCE:** Speak with Dana about price change from Newman's if the city changes water projects. Get advice from Amy regarding building in areas without sufficient water pressure. Speak with employees regarding Shop temperature. Speak with Jones & Associates regarding the Engineering Study for the Water Capital Facility Future needs & Impact Fee study.
- **BLAIR:** Budget information for Special Meeting 2/15/23.
- **RYAN:** Water Flow Study on 3600 W.

- **DAVE:** Speak with Seth at Jones & Associates about the remodel. Come up with options for the rental home.
- **ALL COUNCIL & PLANNING COMMISSION MEMBERS:** Sign Ethical Behavior form. Report when last training was received.

DALE MILLSAP motioned to adjourn at 9:22 p.m. TREVOR GARDNER seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

Meeting Adjourned at 9:22 p.m.

The foregoing minutes were taken by Wendy Lindauer and typed by Brittiny Chlarson.

I certify these minutes to be true and accurate to the best of my knowledge.

ATTEST:

DATE APPROVED: 3/8/23



A handwritten signature in cursive script, reading "Brittiny Chlarson", written over a horizontal line.

Brittiny Chlarson – Clerk/Recorder

A handwritten signature in cursive script, reading "Bruce Nelson", written over a horizontal line.

Bruce Nelson - Mayor