

**The Minutes of
Honeyville City Council
January 31, 2024 Work Meeting**

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

Present were Mayor Bruce Nelson, Councilmembers David Hougaard, Trevor Gardner and Dusty Bingham. Kory Wilde arrived at 7:02 p.m. Ryan Adams was not present.

No members of the public were present.

Employees present were: Brittany Chlarson, Clerk/Recorder
 Blair Perry, Treasurer

City Administration – Mayor Bruce Nelson

Discussion Items:

- A. Procurement Policy:** **Mayor Nelson** explained that during the remodel of City Hall they found that the Procurement Policy may need to be updated to address current expenses.

In Section Two #5 & 6 of the Procurement Policy it addresses dollar amounts. The Council would like to adjust this rate to reflect inflation rates.

Emergency Purchases: Section Three #6. VS Change Order Process. It was stated that there's a difference between a change order and an emergency. **Mayor Nelson** stated that because the council only meets once a month it makes it difficult to address change orders in a timely manner. **Blair Perry**, the City Treasurer felt that if the council approves the budget then they should be able to make changes up to the budgeted amount that was approved. The Policy addresses a Purchasing Agent; **Trevor G** felt that the person over that department would be the purchasing agent. **Blair P** stated that the purchases should still stay within the budget. If it goes over the budget then the entire council should be aware of it and approve it. **Mayo Nelson** suggested adding a paragraph talking about change orders and having it state that the Purchasing Agent can approve change orders up to a certain percentage of the original bid. **David H** suggested taking out emergency verbiage and adding verbiage that addresses improvements that are a certain percentage less than the original bid, but exceed the original budget. This could be approved by the Purchasing Agent, or in their absence by the Mayor or City Council. **Trevor G** felt that they need to define who the Purchasing Agent is. **Mayor Nelson** suggested that a Construction paragraph be created stating that change orders may be approved up to 15% above the initial bid

without the approval of City Council, but with the approval from the Treasurer, along with the Mayor or a member of the City Council. **David H** read from Section Two: 6:b referring to the Utah State Code 10-7-20. He suggested instead of changing the policy they should refer to state code. Because this is addressed in the State Code, the City will refer to State Code.

Dusty B asked about calling for an emergency meeting if there needs to be approval made on a project payment. It was confirmed that a meeting can be called, but that they should do it only when necessary to make sure they are not holding up a project.

There was a discussion about Purchase Orders and what will keep the city compliant. **Blair P** recommended that the Department Head would give approval for the purchase & they would give the clerk permission to issue a purchase order. The Council suggested changing the current \$100 in Section Two:5:a: that the policy allow purchases up to \$1,500 before a department head needs to approve the purchase. It was also suggested requiring Purchase Orders for purchases \$2,000 or higher. Under Section Two:5:b \$500.00 would need to change to \$2,000 and \$2,999 would change to \$4,999. If a purchase is between \$5,000 - \$24,999 multiple quotes should be acquired, a minimum of three when possible. Any expense \$25,000 or more will require sealed bids per Utah State Code.

B. Duties of City Council: In researching the code the city does not have specific duties for the City Council beyond meeting procedures. **Trevor G** clarified that the Mayor delegates assignments to the council members.

C. Goals for 2024:

- Upgrade Council Chambers - Bruce
- Finish General Plan -Bruce
- Finish Water Capital Facilities Plan – Ryan & Bruce
- Lead & Copper Audit – Ryan & Bruce
- Secondary Water Ordinance – Ryan & Bruce
- Adopt Flood Plain Ordinance – Ryan & Bruce
- Adopt ADU Ordinance – Kory
- Ordinance Audit - Bruce
- Repair Pickleball Courts - Trevor
- Build Pavilion at East Park - Trevor
- Look into using secondary water at West Park - Trevor
- Upgrade Restrooms at West Park – Trevor (Improve West Park)
- ~~Upgrade Playground Equipment at West Park – Trevor~~
- Continue Pursuing Violations – Dave & Bruce

- Create a 10-year plan for City vehicle replacement - Dusty
- Update RV Ordinance – Dave & Laura Hunsaker

TREVOR GARDNER motioned to adjourn at 8:37 p.m. KORY WILDE seconded the motion.
MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty
Bingham for.

Meeting Adjourned at 8:37 p.m.

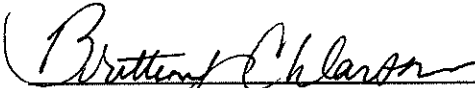
The foregoing minutes were taken and typed by Brittney Chlarson.

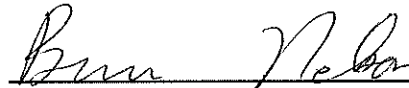
I certify these minutes to be true and accurate to the best of my knowledge.

ATTEST:

DATE APPROVED: 4/10/24




Brittney Chlarson – Clerk/Recorder


Bruce Nelson - Mayor