

HONEYVILLE CITY COUNCIL MEETING NOTICE & AGENDA

Notice is hereby given that the **Regular Meeting** of the **Honeyville City Council** will be held on **Wednesday February 12, 2025, at 7:00 p.m.** in the Honeyville City Hall. Times listed are approximate. The City Council reserves the right to move the order of the agenda for the convenience of the general public and the Council. If you have an interest in any topic on the regular agenda, please be in attendance at 7:00 p.m.

- 7:00 – 7:05 **Call to Order** – Mayor Bruce Nelson
Invocation & Pledge of Allegiance – David Hougaard
Conflict of Interest
- 7:05 – 7:15 **Public Comment Period** – Comments will be listened to with no action taken. Items needing action will be placed on next month's agenda by request. Individuals will be given 2 minutes to comment.
- 7:15 – 7:25 **Zoning Administrator/Planning Commission Report** –
Kenny Funk & Laurie Hunsaker
A. Zoning Admin Report: Kenny Funk
B. Planning Commission Report: Laurie Hunsaker
- 7:25 – 8:30 **City Administration** – Mayor Bruce Nelson
- Discussion Items:**
A. Hearing Officer Suggestions
B. Spring Clean-Up Schedule
C. Rabies Clinic
D. Application for Corridor Funding
E. Northern Utah Conservation Fair
F. Reconcile Bank Statement – David Hougaard
- Action Items:**
A. Davis & Bott – Audit Report
B. Fire District Contract
C. Title 11
D. City Council Regular Meeting Minutes – 12/11/24
E. City Council Regular Meeting Minutes – 01/08/25
F. Check & Deposit Details – January 2025
- 8:30 – 8:40 **Public Health & Safety / Mosquito Abatement** – Councilmember David Hougaard
- 8:40 – 8:50 **Parks & Cemeteries / Youth City Council** – Councilmember Trevor Gardner
- 8:50 – 9:00 **General Community Events / Planning Commission** – Councilmember Kami Anderson

9:00 - 9:10 **Water Systems & Drainage** – Councilmember Ryan Adams

9:10 - 9:20 **Streets & Roads / Buildings & Equipment / City Communications**
– Councilmember Dusty Bingham

FOLLOW-UP ACTIONS FROM FEBRUARY 12, 2025, MEETING:

CLOSED MEETING

Adjournment

Posted on honeyvillecity.org, Utah Public Notice Website, at City Hall and at the Honeyville City Post
Office: 02/05/25 - Updated 02/07/25

Northern Utah Conservation Fair

March 6 2025, 4:00pm – 8:00pm

Box Elder Fairgrounds Event Center

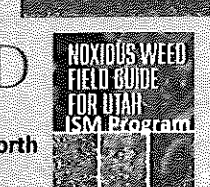
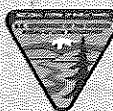
Come Support your local Conservation Districts
Get updates and learn about all the Conservation Programs available.

*FREE DUTCH OVEN DINNER WILL BE SERVED

Dinner served from 5:00pm to 7:00pm – Programs and Partners Updates
4:00 pm -8:00 pm Vendor Sponsor Booths, Conservation Agency booths

Programs that will be covered include: * but not limited too

- UDAF (Water Optimization, Ag VIP, Soil Health, ARDL, Pollinator program
LeRay McAllister Critical Land Conservation Program)
- ISM Invasive Species Management Program
- GIP Grazing Improvement Program
- NRCS (EQIP, CSP Program, SFP)
- USU Extension
- County Weed Departments
- Division of Water Quality (NPS and 319 programs)
- US Fish and Wildlife Services
- Utah DNR
- Conservation Districts (Rental Equipment)
- *Conservation Fair Sponsors Booths (local business supports)



*Cache County Conservation Fair February 13th

For Sponsorship Booth opportunities contact Jace Farnsworth
Phone: 425-222-4105 Email: jacefarnsworth@utah.gov

Northern Utah Conservation Fair

USU Brigham City – 989 S Main Street - Room (A104)

February 3rd, 2023, 4:00pm – 8:00pm

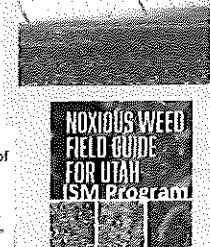
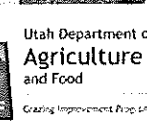
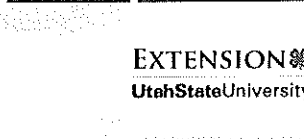
Come Support your local Conservation Districts
Get updates and learn about all the Conservation Programs available.

*DINNER WILL BE SERVED

Dinner will be served at 5:00pm with program updates and
information tables for each programs / partners,
along with some Sponsorship Tables

Programs that will be covered include: * but not limited too

- UDAF (Water Optimization, Ag VIP, Soil Health, ARDL, Pollinators.....)
- ISM Invasive Species Management Program
- GIP Grazing Improvement Program
- NRCS (EQIP, CSP Program, SFP)
- USU Extension
- County Weed Departments
- Division of Water Quality (NPS and 319 programs)
- US Fish and Wildlife Services
- Utah DNR
- Conservation Districts (Rental Equipment)



Honeyville City 2024 audit

The Opinion-

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund, of Honeyville City as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

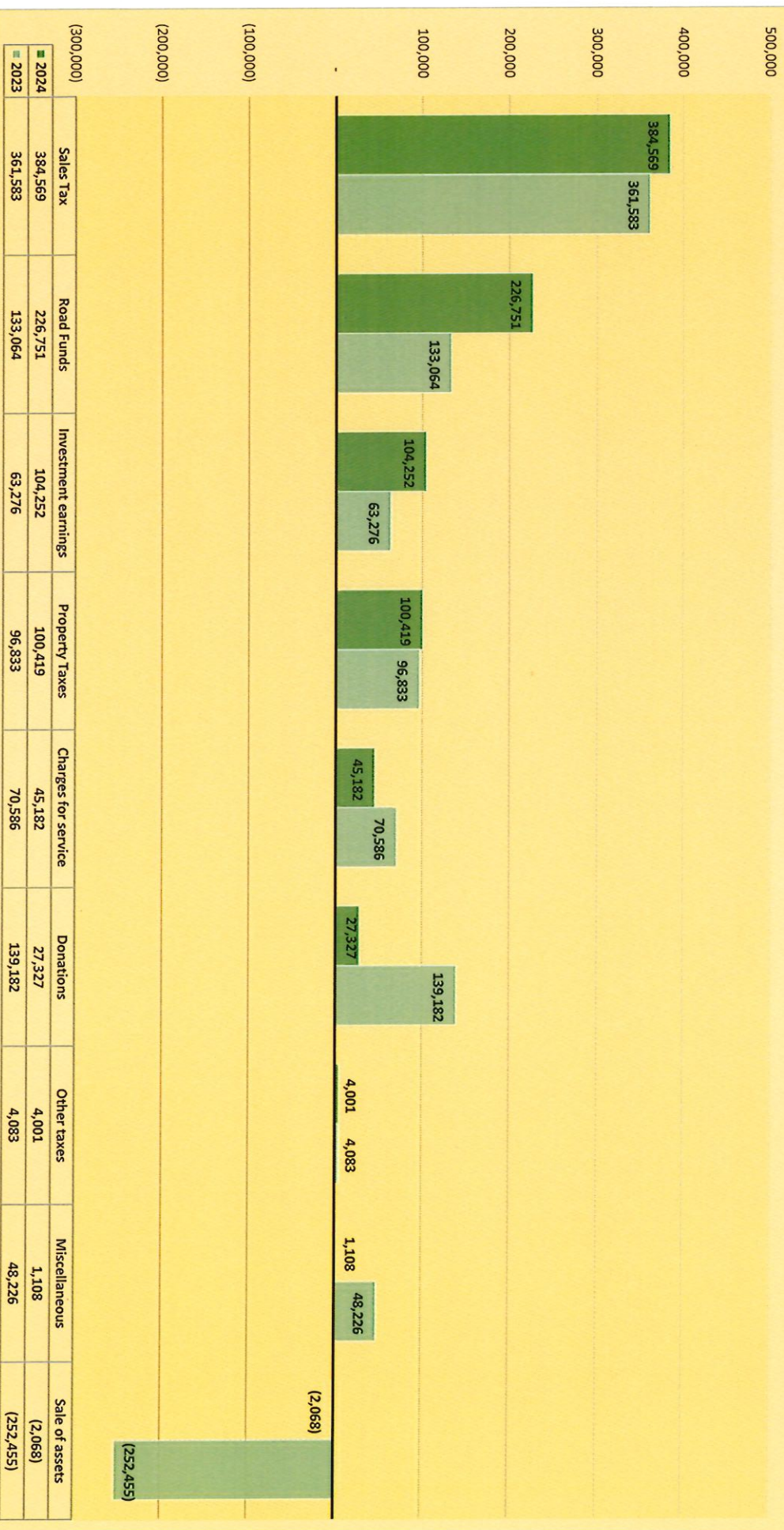
**Davis
& Bott**

Certified Public Accountants, L.C.

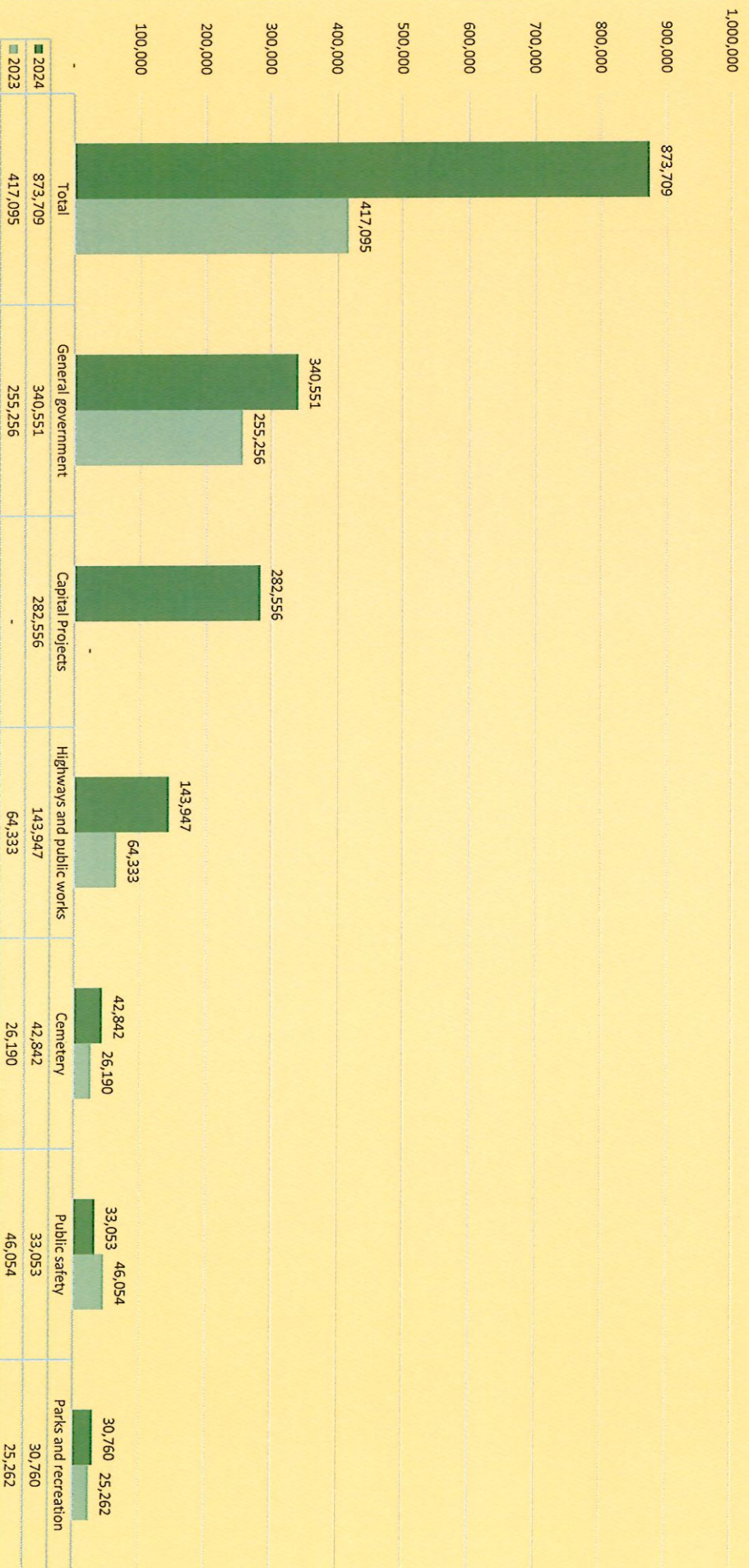
50 West Forest Street, STE 101
Bingham City, UT 84302
435-734-9234

16 W 100 N
Tremonton, UT 84337
435-257-7898

Government Revenue 2023 and 2024



Government spending 2023 and 2024



Water Utility Income 2023 - 2024



■ 2023 ■ 2024

Water Fund Spending



Honeyville City – Balance Sheets by fund

	<u>Government</u>	<u>Water</u>	<u>Capital Projects</u>
Cash	132,630	813,426	1,434,244
Current assets	195,803	33,490	
Restricted cash	391,325		
Capital Assets		3,084,114	
Other assets	2,075	13,789	
Liabilities	267,798	19,222	
Investment in capital assets	391,325	3,084,114	
Unrestricted	62,710	841,483	
Restricted			1,434,244

INTERLOCAL AGREEMENT
between
HONEYVILLE CITY
and
CENTRAL BOX ELDER FIRE SPECIAL SERVICE DISTRICT
Lease of Honeyville City Building

THIS AGREEMENT is between HONEYVILLE CITY, a body corporate and politic of the State of Utah ("City") and the CENTRAL BOX ELDER FIRE SPECIAL SERVICE DISTRICT ("District") a special service district organized under the laws of the State of Utah. City and District may be referred to jointly as the "parties."

RECITALS

WHEREAS, City and District are public agencies as defined by Title 11, Chapter 13, Utah Code Ann. (the "Interlocal Act"). Section 11-13-202 of the Interlocal Act provides that any two or more public agencies may enter into an agreement with one another to provide services that they are each authorized by statute to provide; and

WHEREAS, the District has been leasing a building from the City for the use of the District; and

WHEREAS, City and District wish to establish the lease terms and utility payments in this Interlocal Agreement ("Agreement"); and

WHEREAS, City and District also wish to establish the procedures relating to the use of the building and costs associated therewith; and

WHEREAS, both parties have determined that entering into this Agreement will promote the general welfare of those residents within the District, including the City's residents; and

WHEREAS, the District has determined that entering into this Agreement will promote the general purposes for which the District exists; and

THEREFORE, in exchange for valuable consideration, including the mutual covenants contained in this Agreement, the parties covenant and agree as follows:

1. SCOPE OF SERVICES.
 - a. District shall lease from the City a building located at 2635 W. 6980 N., Honeyville, Utah, for \$800.00 (eight hundred dollars) per month. This amount is due on the first day of each month starting July 2023.
 - b. The building space that District is leasing is approximately 5,362 sq. ft.
 - c. The title of the building shall be kept in the name of the City.

- d. District shall reimburse City the following percentages for utilities:
 - (1) 80% (eighty percent) of the gas bill;
 - (2) 25% (twenty-five percent) of the electric bill; and
 - (3) 50% (fifty percent) of the garbage bill.
- e. District shall pay the utilities reimbursement within 30 (thirty) days after receipt of the invoice from the City. The invoice from the City shall include a copy of the actual monthly bills from each of the utility companies.
- f. Insurance for the building shall be provided for and paid by the City. Renter's insurance for District's equipment stored in the building shall be provided for and paid by the District.
- g. City shall be responsible for the long-term maintenance of the building, including issues with roofing, plumbing (sewer and water), heating and cooling, and electrical. District shall be responsible for daily, routine maintenance of the leased space.
- h. This Agreement supersedes any other oral or written agreement between the parties related to the use of the building and can only be amended or altered through a written agreement between the parties.
- i. The foregoing Recitals are fully incorporated herein.

2. EFFECTIVE DATE/TERM/AMENDMENT/TERMINATION.

The term of this Agreement is three years from July 01, 2023, through June 30, 2026 ("Term"). With this Agreement, renewal shall be automatically extended in three-year intervals with the terms outlined in this Agreement.

The parties may amend the terms of this Agreement through the execution of a written amendment.

The parties reserve the right to terminate this Agreement, in whole or in part, at any time during the Term or any additional terms whenever the terminating party determines, in its sole discretion that it is in the terminating party's interest to do so. If a party elects to exercise this right, the terminating party shall provide written notice to the other party at least 30 (thirty) days prior to the date of termination for convenience. The parties agree that termination for convenience will not be deemed a termination for default nor will it entitle either party to any rights or remedies provided by law or this Agreement for breach of contract or any other claim or cause of action.

3. INDEPENDENT CONTRACTOR AND TAXES.

The relationship of City and District under this Agreement shall be that of an independent contractor status. Each party shall have the entire responsibility to discharge all of the obligations of an independent contractor under federal, state, and local law, including but not limited to, those obligations relating to employee supervision, benefits, and wages; taxes; unemployment compensation and insurance; social security; worker's

compensation; disability pensions and tax withholdings, including the filing of all returns and reports and the payment of all taxes, assessments and contributions and other sums required of an independent contractor. Nothing contained in this Agreement shall be construed to create the relationship between City and District of employer and employee, partners, or joint ventures. This Agreement shall not confer any rights to third parties unless otherwise expressly provided for under this Agreement.

4. AGENT.

No agent, employee, or servant of either party is or shall be deemed to be an employee, agent, or servant of the other party. Unless provided for elsewhere in this Agreement, none of the benefits provided by each party to its employees, including but not limited to workers' compensation insurance, health insurance and unemployment insurance, are available to the employees, agents, or servants of the other party. City and District shall each be solely and entirely responsible for its acts and for the acts of its agents, employees, and servants during the performance of this Agreement. City and District shall each make all commercially reasonable efforts to inform all persons with whom they are involved in connection with this Agreement that both are independent contractors.

5. SEVERABILITY.

In the event that any condition, covenant, or other provision hereof is held to be invalid or void, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any other covenant or condition herein contained. If such condition, covenant, or other provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

6. COMPLIANCE WITH LAWS.

Each party agrees to comply with all federal, state, and local laws, rules and regulations in the performance of its duties and obligations under this Agreement. Any violation by either party of applicable law, rule or regulation, shall constitute an event of default under this Agreement. City and District are responsible, at their sole expense, to acquire, maintain and renew during the term of this Agreement, all necessary permits and licenses required for its lawful performance of its duties and obligations under this Agreement.

7. NON-ASSIGNMENT.

Neither party shall assign, transfer, or contract for the furnishing of services to be performed under this Agreement without the prior written approval of the other.

8. NON-FUNDING.

If either party's performance under this Agreement depends upon the appropriation of funds by either the Utah Legislature or the governing legislative body, and if the legislating body fails to appropriate the funds necessary for the performance, then this Agreement may be terminated by either party by providing written notice to the other party without further obligation. Said termination shall not be construed as breach of or default under this Agreement and said termination shall be without penalty, additional payments, or other charges to either party of any kind whatsoever, and no right of action for damages or other relief shall accrue to the benefit of either party, their successors or assigns, as to this Agreement, or any portion thereof, which may so terminate and become null and void.

9. GOVERNING LAW.

It is understood and agreed by the parties hereto that this Agreement shall be governed by the laws of the State of Utah, both as to interpretation and performance. All actions, including but not limited to court proceedings, administrative proceedings, arbitration and mediation proceedings, shall be commenced, maintained, adjudicated and resolved within the jurisdiction of the First District Court, Brigham City, Utah.

10. INDEMNIFICATION.

Both parties are governmental entities under the Governmental Immunity Act of Utah, §§ 630-7-101 to -904, as amended (the "Act"). There are no indemnity obligations between these parties. Subject to and consistent with the terms of the Act, the parties shall be liable for their own negligent acts or omissions, or those of their authorized employees, officers, and agents while engaged in the performance of the obligations under this Agreement, and neither party shall have any liability whatsoever for any negligent act or omission of the other party, its employees, officers, or agents. Neither party waives any defenses or limits of liability available under the Act and other applicable law. Both parties maintain all privileges, immunities, and other rights granted by the Act and all other applicable law.

11. INSURANCE.

Both parties to this Agreement shall maintain insurance or self-insurance coverage sufficient to meet their obligations hereunder and consistent with applicable law.

12. COUNTERPARTS.

This Agreement may be executed in several counterparts and all so executed shall constitute one agreement binding on all the parties, notwithstanding that each of the parties are not signatory to the original or the same counterpart.

13. INTERLOCAL COOPERATION ACT REQUIREMENTS.

In satisfaction of the requirements of the Interlocal Cooperation Act, §§11-13-101 *et seq.*, and in connection with this Agreement, the parties agree as follows:

- a. This Agreement shall be approved by each party pursuant to §11-13-202.5;
- b. This Agreement shall be reviewed as to the proper form and compliance with applicable law by an authorized attorney on behalf of each party pursuant to §11-13-202.5;
- c. An executed original counterpart shall be filed with the keeper of records for each party pursuant to §11-13-209;
- d. The term of this Agreement shall not exceed fifty (50) years pursuant to §11-13-216 of the Interlocal Cooperation Act;
- e. No separate legal entity is created by the terms of this Agreement. No real or personal property shall be acquired jointly by the parties as a result of this Agreement. To the extent that a party acquires, holds, or disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such party shall do so in the same manner that it deals with other property of such party; and
- f. Except as otherwise specifically provided herein, each party shall be responsible for its own costs of any action taken pursuant to this Agreement, and for any financing of such costs.

14. REPRESENTATIONS AND NOTICES. The following are designated as representatives of Parties to this Agreement:

- (a) The City designates the Mayor as the authorized representative in all matters under this Agreement and all notices given to City shall be hand delivered to Honeyville City Hall or by certified U.S. mail to:

Attn: Honeyville City Mayor
Honeyville City
P.O. Box 142
Honeyville, UT 84314

- (b) The District designates the District Board Chairperson as its representative in all matters under this Agreement and all notices given to District shall be hand delivered or by certified U.S. mail to:

Attn: Central Box Elder Fire Special Service District Board Chairman
Central Box Elder Fire Special Service District
10870 North Hwy. 38
Deweyville, UT 84309

15. ENTIRE AGREEMENT.

The parties acknowledge and agree that this Agreement constitutes the entire integrated understanding between the parties, and that there are no other terms, conditions, representations or understanding, whether written or oral, concerning the rights and obligations of the parties to this Agreement except as set forth in this Agreement. This Agreement may not be enlarged, modified or altered, except in writing, signed by the parties.

IN WITNESS WHEREOF, the parties execute this Agreement.

By: _____
Honeyville City

By: _____
District

Date: _____

Date: _____

Attest: _____
Honeyville City Clerk/Auditor

Honeyville City Attorney - Approved as to form

District Attorney - Approved as to form

Date

Date

Honeyville Subdivision Ordinance Changes Summary

Utah Senate Bill 174 (2023)

Two-step Administrative Subdivision Process

- SB 174 requires local governments to each designate an Administrative Land Use Authority (ALUA) to review subdivision applications. ***These authorities may not be members of a town/city council.***
- SB 174 establishes a two-step process for approving subdivisions. Municipalities who are required to comply with MIHP reporting (all cities with populations > 10,000 and cities with populations > 5,000 located in a county of the 1st, 2nd, or 3rd class) must revise their subdivisions ordinances to comply with this process by Feb. 1, 2024. **All other municipalities** must revise their subdivision ordinances to comply with this process by **Dec. 31, 2024**.
 - Step 1) preliminary subdivision application review - the administrative land use authority must review the subdivision application within 15 business days of receiving a complete application. The administrative land use authority may receive public comment and conduct one public hearing. If the application complies with applicable local regulations, it shall be approved and proceed to the second step.
 - Step 2) final subdivision application review - **municipalities must complete a review of applications at this stage within 20 days. Municipalities may perform up to four review cycles on a given application.** A review cycle is not considered complete until the applicant has adequately addressed all of the redlines identified by the municipality. Municipalities may only add new redlines after the first review cycle in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law.

How did Honeyville address the changes?

1. Our existing subdivision ordinances were included in Title 10. Hansen Planning Group extracted the existing subdivision ordinance into Title 11. Hansen Planning Group modified the ordinance to meet the requirements of Utah 10-9a-604.1 Process for subdivision review and approval.
2. A committee was formed including the PC chair Laurie Hunsaker, PC member Jacob Jaques, Zoning Admin Kenny Funk, and City Engineer Dana Shuler. The committee spent about eight hours reviewing and modifying the subdivision ordinance to fit Honeyville.

3. Some of the highlights are:

- a. Improvement plans are required with the preliminary application
- b. The concept application has been replaced by a pre-application meeting with the DRC.
- c. Established a DRC (Development Review Committee) to conform with state law. The DRC consists of the Public Works Director, PC Chair, Zoning Admin, City Engineer, and the City Attorney when necessary.
- d. Created subdivision application checklists separate from the ordinance to make it easier for citizens to understand and allow for changes by resolution in accordance with 10-9a-604.2
- e. Updated the construction standards.
- f. Each new development and subdivision shall be on a public road, removed wording allowing for private road or right of way
- g. Each new development and subdivision shall connect to the Honeyville City Culinary Water System, removed wording allowing wells and private water systems.
- h. Irrigation Water Facilities; Defined culinary water use for irrigation based on location and size of the development; East or West of the Hammond Canal and depending on the number of homes.
- i. Retention basins dedicated to the City.

Land use authority table:

Type of Application	Reviewing Body	Recommending Body	Land Use Authority	Appeal Authority
Development Agreement	DRC	Planning Commission	City Council	District Court
Lot Line Adjustment	City Staff	N/A	DRC	Hearing Officer / District Court
Subdivision Amendment	City Staff	DRC	Planning Commission	Hearing Officer / District Court
Variance	N/A	N/A	Hearing Officer	District Court
All Other Uses				
Pre-Application Meeting (upon request)	DRC	N/A	N/A	N/A
Preliminary Plat	City Staff	DRC	Planning Commission	Hearing Officer / District Court
Final Plat	City Staff	N/A	DRC	Hearing Officer / District Court

Review cycle table

Table A – Review Cycles, Hearings, and Timelines by Subdivision Stage				
<i>Use Type</i>	<i>Approval Stage</i>	<i>Max Review Cycles</i>	<i>Max Public Hearings</i>	<i>City Turnaround Deadline*</i>
All Uses	Preliminary	4	1	30 Business Days
	Final	1	0	30 Business Days
*Describes the total time (per review cycle) the City may take to complete both Phase #2 and Phase #3 unless as described in paragraph D.3 below.				

Coming Soon to complete these changes:

1. Modify Title 10 to remove the subdivision ordinance and add some definitions for some of the new ordinance.

TITLE 11: SUBDIVISION DEVELOPMENT AND REGULATIONS

11-1 GENERAL

11-1-1 SHORT TITLE

This Title shall be known and referred to as the "Subdivision Ordinance of Honeyville City, Utah" or the "Subdivision Ordinance" and may be so cited and pleaded.

11-1-2 AUTHORITY

This Title is adopted pursuant to the Municipal Land Use Development and Management Act, §10-9a of Utah State Code, and the police power authority of local government as established by Utah common law.

11-1-3 PURPOSE

The purposes of this Title are to:

- A. Provide for the health, safety, and welfare;
- B. Promote the prosperity;
- C. Improve the morals, peace, good order, comfort, convenience, and aesthetics of the City and its present and future inhabitants and businesses;
- D. Protect the tax base;
- E. Secure the economy in governmental expenditures;
- F. Foster the City's agricultural and other industries;
- G. Protect both urban and nonurban development;
- H. Protect and ensure access to sunlight for solar energy devices;
- I. Provide fundamental fairness in land use regulation;
- J. Protect property values; and
- K. Comply with Utah Code (notably §10-9a-6).

11-1-4 SCOPE

Except as otherwise provided this Title shall apply to all property within the corporate limits of the City except property expressly exempted therefrom by the provisions of this Title or other lawful exemption.

11-1-5 APPLICABLE PROVISIONS NOT IN THIS TITLE

- A. This Title and all of its provisions apply to all subdivision applications and petitions.
- B. The requirements of this Title do not apply retroactively to subdivision applications or petitions that were approved by the City prior to the enactment of this ordinance.
- C. All master or general plans adopted by the City or for an area within the incorporated boundaries of the City shall serve as an advisory guide for subdivision decisions. Amendments to the text of this ordinance shall be consistent with the purposes, goals, objectives, and policies of the applicable adopted master plans or general plans of the City.
- D. Code provisions not found in this Title applicable to the use and development of land include, but are not limited to, the following:
 - 1. Title 8, "Water Regulations", of this code;
 - 2. Title 9, "Building Regulations", of this code.
 - 3. Title 10, "Land Use", of this code.
 - 4. Title 12, "Flood Control", of this code.

11-1-6 ENACTMENT OF ORDINANCES, RESOLUTIONS, AND DEVELOPMENT AGREEMENTS; INTERPRETATION

- A. To accomplish the purposes of this Title, the City may enact all ordinances, resolutions, and rules and may enter into other forms of land use controls and development agreements that the City considers necessary or appropriate for the use and development of land within the City, including ordinances, resolutions, rules, restrictive covenants, easements, and development agreements governing: uses; density; open spaces; structures; buildings; energy efficiency; light and air; transportation and public or alternative transportation; infrastructure; street and building orientation; width requirements; public facilities; fundamental fairness in land use regulation; and considerations of surrounding land uses to balance the forgoing purposes with a landowner's private property interests and associated statutory and constitutional protections.
- B. In interpreting and applying this Ordinance, the requirements in this document are minimum requirements.

11-1-7 APPROVED AND RECORDED DOCUMENTS REQUIRED

- A. No land shall be subdivided which is located wholly or in part in the City, except in compliance with this Title and Utah Code as adopted and amended.
- B. A subdivision of land is not valid unless its governing document is approved by the Land Use Authority and properly recorded in the County Recorder's Office.

11-1-8 PENALTY FOR NONCOMPLIANCE

It is unlawful to transfer ownership of any parcel of land pursuant to an invalid subdivision. The City may, in its discretion, void such transfers and impose on the transferor a class C misdemeanor.

11-1-9 VALIDITY

Should any Section, Clause, or Provision of this Title be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Title as a whole or any part hereof other than the part specifically so declared to be invalid.

11-1-10 INTERPRETATION AND CONFLICT OF LAWS

The interpretive rules of 10-3-3 of the Land Use Title shall apply to the interpretation of this Title. Where any provision in this Subdivision Title conflicts with State Law, State Law shall prevail. Where any provision in this Subdivision Title conflicts with other ordinances enacted by the City, the provisions in this Subdivision Title shall prevail unless the City intended such conflicting ordinances not in this Title to amend this Title.

11-2 DEFINITIONS

11-2-1 DEFINITIONS OF WORDS AND PHRASES

See Section 10-3-4: Definitions of words and phrases.

11-3 LAND USE AND APPEAL AUTHORITIES

11-3-1 PURPOSE; DESIGNATION OF LAND USE AUTHORITY

- A. The purpose of this Chapter is to set forth the Land Use and Appeal Authorities responsible for administering the provisions of this Title.
- B. Table 1 designates the Land Use Authority and Appeal Authority for subdivision approvals and appeals, respectively, within the City. The Land Use Authority shall apply the plain language of subdivision regulations. If a subdivision regulation does not plainly restrict a subdivision application, the Land Use Authority shall interpret and apply the subdivision regulation to favor the subdivision application.
- C. All appeals under this Title shall proceed under the authority of the Hearing Officer as described in 10-4-5 of the Land Use Title.

11-3-2 LAND USE AUTHORITY

- A. The Land Use Authority for preliminary subdivision applications is the Planning Commission. For purposes of subdivision applications, the Planning Commission shall be ultimately responsible for the following, but may delegate any task to the City Engineer, City Staff, Zoning Administrator, or members of the Planning Commission:
1. Rendering land use decisions related to preliminary applications under this Chapter, including approving or denying preliminary applications.
 2. Reviewing all preliminary applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter. This task is delegated to the Zoning Administrator by default.
 3. Scheduling and holding a pre-application meeting with potential applicants as required by this Chapter. This task is delegated to the Zoning Administrator by default.
 4. Keeping subdivision application forms (both preliminary and final) and related informational material up to date and publicly accessible and distributing such forms and materials to potential applicants. This task is delegated to City Staff by default.
- B. The Land Use Authority for final subdivision applications is the Development Review Committee (DRC). The DRC shall comprise one member of the Planning Commission, the Zoning Administrator, the Public Works Director, and the City Engineer; the DRC shall meet on an as-needed basis and shall act upon the agreement of at least three members. The City Attorney may participate in DRC meetings or advise the DRC on an as-needed basis. For purposes of subdivision applications, the DRC shall be responsible for the following, but may delegate any task to the City Engineer, City Staff, or members of the DRC:
1. Rendering land use decisions related to final applications under this Chapter, including approving or denying final applications.
 2. Reviewing all final applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter.
 3. Providing feedback to applicants on their final applications in the manner required by this Chapter.
 4. Providing notice to entities and parties as required by this Chapter.
 5. Signing final application approvals as required by this Chapter.
 6. Ensuring that documents are properly recorded with the County as required by this Chapter.
- C. As subdivision application decisions are administrative, not legislative, the Land Use Authority is authorized to make any land use decision described by this Chapter without City Council approval.
- D. Except when operating as the Appeal Authority, or amending a subdivision, the City Council shall not require the Land Use Authority to approve or deny an application under this Chapter.

11-3-3 APPEAL AUTHORITY

- A. The Appeal Authority for City decisions relating to this Chapter, except where otherwise noted, is the Hearing Officer.

- B. The Appeal Authority for City Council decisions relating to this Title, except where otherwise noted, is the District Court.
- C. The Appeal Authority shall hear appeals on final decisions made by the Land Use Authorities and shall hear complaints about the conduct of the Land Use Authorities in administering the provisions of this Chapter.
- D. A party appealing or complaining of a Land Use Authority's decision under this Chapter must exhaust its remedies under this Section (by appealing or complaining to the Appeal Authority) before bringing an action against the City in a court of law.
- E. A party who has submitted a subdivision application or petition may appeal or complain to the Appeal Authority under this Chapter. In such an appeal or complaint, the party may appeal or complain only regarding the Land Use Authority's treatment of that party's own application; a third party may not appeal or complain of Land Use Authority decisions or conduct.
- F. A party desiring to appeal or complain of a Land Use Authority decision shall submit to the Appeal Authority the following in writing:
 - 1. A brief explanation of the relief the party is seeking, the reason the party submitted its application or petition, the Land Use Authority's decision and treatment of the application or petition, and why the applicant believes the Land Use Authority misapplied the provisions of this Chapter or abused the discretion given it by this Chapter.
 - 2. The most recent version of the application or petition the party submitted.
 - 3. Any supplemental documentation or information that the Appeal Authority requests.
 - 4. All appeals and complaints must be emailed or mailed to the City Clerk using the Clerk's official City address and/or email account listed on the City website.
- G. After receiving a complete appeal or complaint in accordance with this Section, the Appeal Authority shall deliver a decision to the applicant, in writing, no later than 30 calendar days after the Appeal Authority receives the appeal or complaint.

Type of Application	Reviewing Body	Recommending Body	Land Use Authority	Appeal Authority
Development Agreement	DRC	Planning Commission	City Council	District Court
Lot Line Adjustment	City Staff	N/A	DRC	Hearing Officer / District Court
Subdivision Amendment	City Staff	DRC	Planning Commission	Hearing Officer / District Court
Variance	N/A	N/A	Hearing Officer	District Court
All Other Uses				
Pre-Application Meeting (upon request)	DRC	N/A	N/A	N/A

Preliminary Plat	City Staff	DRC	Planning Commission	Hearing Officer / District Court
Final Plat	City Staff	N/A	DRC	Hearing Officer / District Court

11-4 APPLICATION PROCEDURES AND REQUIREMENTS

11-4-1 PRE-APPLICATION MEETING

- A. A pre-application meeting provides prospective subdivision applicants with an overview of the City's development application processes, as well as an opportunity to discuss and review conceptual development proposals with the Development Review Committee (DRC).
- B. If a party requests a pre-application meeting,
 1. Party shall submit a complete and signed request form and concept plan that includes the following:
 - a. Approximate existing property boundaries;
 - b. Approximate existing and proposed street rights-of-way;
 - c. Approximate proposed lot layout;
 - d. Current zoning/intended use; and
 - e. Possible geologic hazards/sensitive lands.
 2. City Staff shall schedule the meeting within 15 business days after the request is received. The meeting shall be held at the earliest convenient opportunity.
 3. The DRC shall conduct the meeting, provide feedback on materials as requested by the party, and shall provide or have available on the City website the following at the time of the meeting:
 - a. Copies of applicable land use regulations,
 - b. A complete list of standards required for the project, and
 - c. Relevant application checklists.



SUBDIVISION APPLICATION PROCESS (OVERVIEW)

HONEYVILLE CITY, UTAH



11-4-2 SUBDIVISION APPLICATION PROCESS AND REQUIREMENTS

- A. The City shall not approve, nor shall a party record, any plat or other creating instrument for a new subdivision unless the party has properly applied under this Chapter and received both a preliminary approval and a final approval from the respective Land Use Authorities.
- B. Preliminary Subdivision Application
 1. To be considered complete, a preliminary subdivision application submittal shall include all items listed on the city-approved Preliminary Subdivision Application Submittal Checklist.at least the following elements:
 2. A preliminary subdivision application shall expire one (1) year after its initial submittal unless an extension is granted in writing by the Zoning Administrator for no more than six (6) additional months.
 3. If a final subdivision application is not submitted within one (1) year of notice of the preliminary subdivision approval, the preliminary subdivision approval shall expire.
- C. Final Subdivision Application
 1. A final subdivision application may be submitted upon the approval of the corresponding preliminary subdivision application.
 2. To be considered complete, a final subdivision application submittal shall include all items listed on the city-approved Final Subdivision Application Submittal Checklist.
 3. A final subdivision application shall expire six (6) months after its initial submittal unless an extension is granted in writing by the Zoning Administrator for no more than six (6) additional months.

- D. The Land Use Authority shall produce, maintain, and make available to the public a list of the specific items that comprise complete preliminary and final applications and a breakdown of any fees due upon submission or approval of the applications.
- E. The Land Use Authority may require, and the applicant shall provide, additional information beyond the requirements of this Section or those published by the City relating to an applicant's plans to ensure compliance with City ordinances and approved standards and specifications for construction of public improvements and to protect the health and safety of City residents.

11-4-3 NOTICE TO AFFECTED ENTITIES

- A. Within 15 calendar days after receiving a complete subdivision application under this Chapter, the Zoning Administrator or designee shall provide written notice of the proposed subdivision to the facility owner of any known water conveyance facility located, entirely or partially, within 100 feet of the subdivision plat.
 - 1. To determine whether any water conveyance facility is located within 100 feet of a proposed subdivision, the Zoning Administrator or designee shall review information:
 - a. From the facility owner under Utah Code §10-9a-211, using mapping-grade global positioning satellite units or digitized data from the most recent aerial photo available to the facility owner;
 - b. From the State Engineer's Inventory of Canals; or
 - c. From a licensed surveyor who has consulted with a representative of an existing water conveyance facility that services an area near the land the application concerns.
- B. To give water conveyance facilities time to provide feedback on subdivision applications, the Land Use Authority shall not approve a preliminary (or related final) subdivision application under this Chapter sooner than 20 calendar days after the applicant submits a complete application. This waiting period does not apply to revised applications the applicant may submit during the application review process.
 - 1. A water conveyance facility owner's failure to provide comments to the Land Use Authority about a subdivision application does not affect or impair the Land Use Authority's authority to approve the subdivision application.

11-4-4 REVIEW PROCESSES

- A. The respective Land Use Authorities shall review all subdivision applications in accordance with the requirements of this Section before approving or denying those applications.
- B. For both preliminary and final applications, the review process begins when an applicant submits a complete application.
 - 1. The Land Use Authorities shall not review an incomplete subdivision application, except to determine whether the application is complete.

2. If the Land Use Authorities determine that an application is incomplete, it shall notify the applicant of the incompleteness, highlighting any insufficiencies and explaining that the application will not be reviewed until it is complete.
- C. For both preliminary and final applications, after the applicant submits a complete application, the Land Use Authorities shall review and provide feedback to the applicant in a series of “review cycles.”
1. A review cycle consists of the following phases:
 - a. Phase #1: The applicant submits a complete application (or, if after the first cycle, submits a revised version of the complete application).
 - b. Phase #2: The Land Use Authorities review the application in detail and assess whether the application conforms to local ordinances.
 - c. Phase #3: The Land Use Authorities respond to the applicant, citing any missing requirements or areas of noncompliance and providing a detailed list of necessary revisions to the applicant. For any required modification or addition to the application or request for more information, the Land Use Authorities shall be specific and include citations to ordinances, standards, or specifications that require the modification or addition and shall provide the applicant with an index of all requested modifications or additions.
 - d. Phase #4: The applicant revises the application, addressing each comment or requirement the Land Use Authorities made. The applicant must submit both revised plans and a written explanation in response to the municipality’s review comments, identifying and explaining the applicant’s revisions and reasons for declining to make revisions, if any. If the applicant fails to respond to a comment made by the Land Use Authorities in its review, the review cycle is not complete and will remain open until the applicant addresses all comments.

Table A – Review Cycles, Hearings, and Timelines by Subdivision Stage

<i>Use Type</i>	<i>Approval Stage</i>	<i>Max Review Cycles</i>	<i>Max Public Hearings</i>	<i>City Turnaround Deadline*</i>
All Uses	Preliminary	4	1	30 Business Days
	Final	1	0	30 Business Days
*Describes the total time (per review cycle) the City may take to complete both Phase #2 and Phase #3 unless as described in paragraph D.3 below.				

- D. A Land Use Authority (and other City representatives or agents) shall adhere to the maximum number of review cycles and the review deadlines described in Table A, except as described below. If no further revisions are needed, a Land Use Authority may end the review process early and approve or deny the preliminary or final application.
1. This provision notwithstanding, for any subdivision application that affects property within an identified geological hazard area, the City is exempt from limits on the number of permitted review cycles and the City's deadlines for reviewing and responding (Phases #2 and #3).
 2. If the applicant makes a material change to a preliminary or final application not requested by the City at any point in the review process, the Land Use Authority may restart the review process, but only with respect to the portion of the application that the material change substantively affects.
 3. For both preliminary and final applications, if an applicant takes longer than 40 business days to submit a revised application and respond to the City's requests for modifications and additions (Phases #1 and #4), the City shall have an additional 20 business days to review and respond to the revised application (Phases #2 and #3 of the next review cycle or issuing an approval decision).
 4. For preliminary applications, if an applicant takes longer than 180 calendar days to submit a revised application and respond to the City's requests for modifications and additions (Phases #1 and #4), the application shall, at the option of the Land Use Authority, expire. If an application expires, the applicant must restart the subdivision application process.
- E. When a preliminary or final application's review period ends, the Land Use Authority shall approve or deny the respective preliminary or final application within 20 business days.
1. If the Land Use Authority has not approved or denied the application within 20 business days after the allotted review cycles are complete, the applicant may request a decision. After such a request, the municipality shall, within 10 business days:
 - a. For a dispute arising from the subdivision improvement plans, assemble an appeal panel in accordance with Utah Code §10-9a-508(5)(d) to review and approve or deny the revised set of plans; or
 - b. For a dispute arising from the subdivision ordinance review, advise the applicant, in writing, of the deficiency in the application and of the right to appeal the determination to the designated Appeal Authority.
- F. After the Land Use Authority provides comments in the last allotted review cycle for a final application, the City shall not require further modifications or corrections to the application unless those modifications or corrections are necessary to protect public health and safety or to enforce State or federal law or unless the review cycle reset due to the applicant making a material change that the Land Use Authority did not request.
1. With the exception of modifications or corrections that are needed to protect public health and safety, that are needed to enforce State or federal law, or that arise from the review cycle being reset, the municipality waives noncompliant subdivision-related requirements that the Land Use Authority does not identify during the review process.

2. The applicant shall make reasonable changes, unless prohibited otherwise by a contract or deed, to the subdivision application to accommodate the water conveyance facility to the extent required by Utah Code §73-1-15.5.
- G. The Planning Commission shall hold a public hearing during the review period for a preliminary subdivision application.
1. The purpose of these public hearings is to ask questions of the applicant and receive commentary on the technical aspects of the application from affected entities, interested parties, and the public.
 2. The hearing must occur before the end of the Land Use Authority's preliminary review period (end of Phase #3 of the last preliminary review cycle). Scheduling issues shall not extend the review and approval deadlines in this Chapter.
 3. The municipality shall not hold a public hearing during the review period for a final application under this Chapter.
- H. Other Sections of this Title notwithstanding, the Land Use Authorities shall approve or deny preliminary and final applications under this Chapter after reviewing the complete applications as described in this Section.

11-4-5 APPROVAL

- A. The Land Use Authorities shall approve any complete preliminary and final applications made under this Chapter that comply with applicable municipal ordinances.
- B. The Land Use Authorities shall issue all approvals in writing and shall certify the approved final plat, either by signing the plat directly or by attaching a signed certification to the plat.

11-4-6 POST-APPROVAL ACTIONS

- A. The City shall record the approved final plat with the County Recorder's Office within one (1) year after the City approves the final application, provided that the applicant has completed any improvements or posted any improvement guarantee required by City ordinances or described in the approved improvement plan. The plat shall not be recorded until such improvements are completed or guaranteed in compliance with City ordinances and the approved improvement plan.
 1. An approved final plat not properly recorded within the timeline specified in this provision is void, unless the Development Review Committee approves an extension of not more than one (1) year.
- B. City Staff shall submit to the Utah Geospatial Resource Center, within 30 calendar days after the final application has been approved, either:
 1. An electronic copy of the approved final plat; or
 2. Preliminary geospatial data that depict any new streets and situs addresses proposed for construction within the bounds of the approved final plat.

11-4-7 PLAT EXEMPTIONS

AGRICULTURAL LAND EXEMPTION/ PROCESS

A. Requirements for Exemption.

1. A lot or parcel resulting from a division of agricultural lands is exempt from plat requirements if the lot or parcel:
 - a. Qualifies as land in agricultural use; and
 - b. Meets the minimum size requirements of applicable land use ordinances; and
 - c. Is not used and will not be used for any nonagricultural purpose.
2. The boundaries of each lot or parcel exempted shall be graphically illustrated on a record of survey map that, after receiving the same approvals as are required for a plat under Subdivision Applications, shall be recorded with the County Recorder.
3. If a lot or parcel exempted under this Section is used for a nonagricultural purpose, the municipality shall require the lot or parcel to comply with the requirements of a full plat application.

B. Process.

1. A private individual or the City itself may request an agricultural land exemption.
 - a. Whoever requests the exemption shall hereinafter be referred to as the petitioner.
2. The petitioner prepares the record of the survey map as explained under Requirements for Exemption.
 - a. The record of the survey map makes up the petition.
 - I. The petitioner then files the petition with the Land Use Authority.
 - II. The Land Use Authority reviews the petition to ensure that it complies with the Requirements for Exemption.
 - III. If the Land Use Authority finds that any of the requirements are not met, the Land Use Authority may deny the exemption in a writing, specifying its reasons for doing so.
 - A. If the petition is denied due to deficiencies which can be corrected, the petitioner may make modifications and re-petition.
 - B. If the petition is denied due to deficiencies which cannot be corrected, the petitioner should not re-petition.
3. If the Land Use Authority finds that all requirements are met, the Land Use Authority shall send the petition with a certificate of written approval to the City Council with a recommendation that they approve the petition.
4. The City Council shall approve the petition and ensure that it is recorded by the County Recorder's Office.
 - a. Documents recorded in the County Recorder's Office that divide property by a metes-and-bounds description do not create an approved subdivision under this exemption unless the Land Use Authority's certificate of written approval required for the exemption to apply is attached to the document.
 - b. The City Council shall ensure that the Land Use Authority's certificate of written approval is attached to the petition and included when the petition is recorded.

11-4-8 PLAT EXEMPTIONS – MINOR SUBDIVISION

Reserved

11-4-9 VACATING AND AMENDING SUBDIVISIONS

- A. **Vacating a Subdivision or Street:** The Planning Commission may vacate a subdivision or a portion of a subdivision by enacting an ordinance to that effect that describes the subdivision or the portion being vacated and recording that ordinance in the County Recorder's Office.
- B. **Immaterial Plat Amendments:** A property owner or agent of a property owner may correct minor typographical or clerical errors in a document of record by filing with the County an affidavit or other appropriate instrument. This provision does not apply to changing the name of a subdivision, which requires a material amendment described in the following provisions.
- C. **Material Subdivision Amendments:** A fee owner of land in a platted subdivision may request a material subdivision amendment by filing a written petition with the Planning Commission. This petition must meet all the requirements for a subdivision application specified in Section 11-4-2, with the following changes:
 - 1. The plat (or the record of survey map, if applicable) should:
 - a. Depict only the portion of the subdivision that is proposed to be amended;
 - b. Include a plat name distinguishing the amended plat from the original plat;
 - c. Describe the differences between the amended plat and the original plat;
 - d. Include references to the original plat; and
 - e. Meet all the other plat requirements specified in Section 11-4-2.
 - 2. The petition must additionally include the name and address of each property owner affected by the petition and the signature of each of those property owners who consents to the petition.
 - a. The petitioner must include with the petition envelopes addresses to each property in the subdivision.
 - 3. Upon receipt of an amendment petition, the Planning Commission, or Zoning Administrator, shall provide notice of the petition to:
 - a. Each utility provider that services a parcel of the subdivision. The Land Use Authority shall not approve an amendment petition until at least 10 calendar days after notifying these utility providers. The designated Zoning Administrator may notify the utility providers in any effective manner (email, mail, etc.).
 - b. Each property owner in the subdivision. The Planning Commission or Zoning Administrator shall notify these property owners by mail.
 - 4. The Planning Commission shall hold a public hearing before approving an amendment petition and within 45 calendar days after the day on which the petition is submitted if:

- a. A property owner objects in writing to the amendment within 10 days of the City notifying the property owner by mail, or
 - b. Not every property owner in the subdivision has signed the revised plat.
- 5. Notwithstanding Section 11-4-8 C 4 the Planning Commission need not hold a public hearing if notice has been given to adjoining property owners in accordance with any applicable local ordinance and the petition seeks to:
 - a. Join two or more of the petitioner's contiguous lots;
 - b. Subdivide one or more of the petitioner's lots;
 - c. Adjust the lot lines of adjoining lots or between a lot and an adjoining parcel if the fee owners of each of the adjoining properties join in the petition, regardless of whether the properties are located in the same subdivision;
 - d. On a lot owned by the petitioner, adjust an internal lot restriction imposed by the local political subdivision; or
 - e. Alter the plat in a manner that does not change existing boundaries or other attributes of lots within the subdivision that are not owned by the petitioner or designated as a common area.
- 6. If the Planning Commission approves the amendment petition, the Planning Commission shall sign the amended plat in the manner described in Section 11-4-5, and the City shall record the plat, subject to the completion or guarantee of any improvements, as described in Chapter 5 of this Title.

11-4-10 LOT LINE ADJUSTMENTS

- A. The fee owners of two parcels may petition to adjust the lot line, or boundary separating the parcels without a subdivision amendment. Such a petition shall include:
 - 1. A record of survey map and a metes-and-bounds description showing the adjustment.
 - 2. An explanation of the reason for the adjustment.
 - 3. Signatures from all the parcel owners involved in the adjustment.
 - 4. Any other information the DRC requests.
- B. If the adjustment will not result in a violation of a land use ordinance or an adverse development condition, the DRC shall approve the petition.
- C. If the adjustment is approved, the DRC shall sign the record of survey map and accompanying metes-and-bounds description, and the City shall record the document in the County Recorder's Office.

11-5 SUBDIVISION IMPROVEMENTS

11-5-1 IMPROVEMENTS REQUIRED

- A. Compliance: The Land Use Authority shall not approve a preliminary subdivision application if the related improvement plan does not comply with City ordinances and standards, rules, and regulations for subdivisions and development approved by the City Council.
- B. Guarantee: No final plat of a subdivision of land shall be recorded unless the developer furnishes to the City a guarantee in an amount equal to 110% of the reasonable cost of the improvements required by this Chapter. The amount of the guarantee shall be estimated by the developer's Engineer and approved by the Land Use Authority and conditioned upon payment by the developer of all expenses incurred and for all labor or material used in the construction of required improvements. The provisions of the guarantee shall be for the protection of laborers and material providers and to guarantee the quality, quantity, and performance of all improvements as required herein. In no event shall the City be deemed liable under this Chapter on any claim asserted by a laborer or material provider.

11-5-2 ESSENTIAL FACILITIES

The developer of any land shall install or guarantee the installation of the following essential facilities as needed to serve a development in compliance with applicable construction standards:

- A. Culinary Water Facilities:
 - 1. Each new development and subdivision shall connect to the Honeyville City Culinary Water System. Extensions or improvements of the existing culinary water system may be required of the developer to facilitate serving the new subdivision or development with culinary water.
- B. Irrigation Water Facilities:
 - 1. For new development east of the Hammond East Canal requiring three (3) or less new culinary water connections or west of the Hammond East Canal requiring not more than one (1) new culinary water connection, developer shall:
 - a. Utilize the culinary water system for irrigation water for a maximum of 10,000 sf of outdoor landscaping or gardening per lot, or
 - b. Provide irrigation water facilities for outdoor use to all lots; proof of water shares or water rights is required.
 - 2. For new development east of the Hammond East Canal requiring more than three (3) new culinary water connections or west of the Hammond East Canal requiring more than one (1) new culinary water connection, developer shall provide irrigation water facilities for outdoor use to all lots. Proof of water shares or water rights is required.
- C. Secondary Water Facilities:
 - 1. The developer shall install secondary water mains, valves, and laterals in all new road rights-of-way.
- D. Sewage Disposal:
 - 1. Developers shall provide a letter of septic suitability from the Health Department.
- E. Stormwater Drainage:

1. All new development shall convey and control its stormwater. Developer shall install all required stormwater conveyance and detention facilities.
 2. Developer shall demonstrate that the receiving stormwater conveyance is capable of accepting the discharge.
- F. Road Improvements:
1. Unless otherwise permitted by an express provision of this Title, each road to be constructed and dedicated to the City shall be in accordance with the Master Street Plan and shall meet the City Standards.
 2. A developer of a subdivision which abuts a substandard street shall, for the half-width of the street abutting the subdivision boundary:
 - a. Dedicate additional right-of-way as necessary to meet the street width standards, and
 - b. Improve the street infrastructure to meet current City Standards, regardless of whether a dedication occurs.
- G. Fire Protection: Fire hydrants shall be placed within 500 feet of one another throughout a subdivision and installed accordingly as required by applicable building and fire codes.
- H. Utility Services: A developer shall be responsible for securing service agreements with local electrical, telecommunications, and natural gas providers, as applicable, and shall be financially responsible for any associated costs to extend such utilities to a development.
- I. Street Signs: The contractor will furnish and install all necessary street signs at required locations and in conformance with City Standards.

11-5-3 ORDER OF MAKING IMPROVEMENTS

- A. Compliance With Construction Standards: The improvements required in this Title shall be installed in compliance with applicable construction standards. No improvements shall be installed until their location and specifications are approved by the City.
- B. Underground Installations: Unless waived in writing by the Land Use Authority, all underground utilities, water, sewer, and gas laterals, and fire hydrants shall be installed prior to road base, curbs, gutters, sidewalks, and surfacing the streets.

11-5-4 IMPROVEMENTS COMPLETION

Installation of improvements shall be completed within one (1) year of the date of approval of the final plat by the City. The Land Use Authority may, for good cause, extend this completion time requirement for no more than one (1) additional year, provided that the completion assurance required to be filed with the City, as set forth below, is extended for the same one (1) year period.

11-5-5 PHASED DEVELOPMENT; IMPROVEMENTS CONTINUOUS, ORDERLY

Whenever a developer develops a subdivision one phase at a time, such development shall be completed in an orderly manner and in such a way that the required improvements will be continuous and all of the said improvements will be made available for the full, effective, and practical use and enjoyment thereof by the purchasers, lessees, grantees, assignees or transferees of any of the lands subdivided within the time hereinbefore specified or within the phases specified.

11-5-6 COST DISTRIBUTION

Every developer shall pay a roughly proportionate share of any on or off-site improvements necessary to serve a development, as reasonably determined by the City Engineer.

11-5-7 OVERSIZED FACILITIES

When it is determined by the Land Use Authority that specifications for subdivision improvements are not adequate to meet the demands above and beyond the demands within the subdivision and it is necessary for said improvements to serve intervening or other properties, the developer will be required to install "oversized" facilities. Reimbursement for costs shall be handled through a cost-sharing agreement with the developer and/or the property owners who benefit from the improvements.

11-5-8 COST-SHARING AGREEMENT

- A. Conditions: Whenever any intervening property is located between the terminus of an existing service facility and the proposed subdivision, and the intervening property will be benefited by the installation of any of the required facilities, the developer shall pay for having all facilities, not installed by a utility company, constructed over, under and/or across the intervening property. If approved by the City Council, before approval of a final plat and prior to any construction, the developer may enter into an agreement with the City for a partial cost reimbursement, otherwise, agreements shall be made with intervening property owners.
- B. Actual Construction Costs; Determination: The cost of the facilities to be included in a cost-sharing agreement shall be the actual construction cost as determined by competitive bids and shall include all costs for having the facilities installed, including legal, administrative, and engineering costs.

- C. Proportionate Share Stated: The agreement shall state the proportionate share of the costs to be borne by the developer and the proportionate share to be reimbursed to the developer from fees collected from the intervening property owners.
- D. Deferred Credit: The City shall thereafter enter a deferred credit in its books and records and shall charge the benefited property owners the fee rates for sewer, water, and electrical connections in effect at the time such connections are made. Such fees, not to exceed the maximum stated in the agreement, shall then be returned to the developer to reimburse the developer for the proportionate share of the costs of the installation of the facilities. The City may also elect to reimburse the developer for such "off-site" facilities after the developer has furnished the City with acceptable evidence that an agreed number of housing units are occupied. No interest shall accrue or become payable on such reimbursement. engineering drawings showing benefited property shall be prepared by the developer's engineer.

11-5-9 INSPECTION

- A. Inspections: All construction work involving the installation of improvements in subdivisions shall be subject to inspection by the City. The Land Use Authority or other authorized representative of the City shall make inspections.
 - 1. Arrangement for inspection must be made with the Land Use Authority at least three (3) days prior to beginning construction of the improvements.
- B. Inspection And Testing By City: In order to assure the City that the intent of the construction standards and this Title are being complied with, the City shall provide inspection and testing services at the expense of the developer. Payment for these services will be made by the developer.
- C. City Engineer Represents City: The City Engineer shall act as the City's representative during the construction period and shall:
 - 1. Decide questions which may arise as to quality and acceptability of materials furnished and work performed.
 - 2. Interpret the intent of construction standards in a fair and unbiased manner.
 - 3. Make periodic visits to the site and determine if the work is proceeding in accordance with the provisions of this Title.
- D. Responsibility:
 - 1. Each developer shall be solely responsible for complying with applicable construction standards and the provisions of this Title in regard to the quality of materials, workmanship, and execution of the work.
 - 2. The City Engineer shall not be responsible for the construction means, controls, techniques, sequences, procedures, or construction safety.
- E. Performance Obligation Of Developer: Inspections, tests, or approvals by the Land Use Authority or other agent representing the City shall not relieve the developer from his obligation to perform the work in accordance with the requirements of the construction standards and this Title.

11-5-10 IMPROVEMENT GUARANTEE

- A. Improvement Guarantee Required: Developer shall execute a written improvement agreement, recorded in the Office of the City Clerk, where developer agrees that the subdivided property will not be leased or conveyed to any person unless all required improvements are installed or in lieu of installation, the developer furnishes the City, when the final plat is approved, one of the following guarantees, approved by the City Council, that improvements, not then installed, will be constructed and paid for within a period of one (1) year from the date of subdivision approval:
 - 1. A bond with a corporate surety in an amount equal to 110% of the cost of the improvements.
 - 2. A deposit in escrow with an escrow holder in an amount of money equal to 110% of the cost of the improvements.
 - 3. An irrevocable letter of credit from a financial institution is filed with the City which contains provisions substantially similar to those required in the escrow agreement.
- B. If a developer installs any or all required improvements prior to final plat approval, the developer shall furnish the City one (1) of the three (3) guarantees listed in paragraph A at the time the final plat is approved, in an amount equal to ten percent (10%) of the cost of the improvements as a guarantee that the improvements, as installed, shall remain free from defects and shall be maintained by the developer until final acceptance by the City Council.
- C. Covenant Running With Land: The improvement agreement shall specifically provide that it shall be deemed to be a covenant running with the subdivided land for the benefit of the City and shall particularly and accurately describe said land.
- D. Approval By City Attorney: The improvement agreement shall be approved as to form by the City Attorney.
- E. Scope Of Agreement: An improvement agreement shall be restricted to guaranteeing installation of applicable improvements and shall be separate from any developer financing or funding program.
- F. Funds Release: Funds may be released or the amount of the bond or letter of credit decreased only upon recommendation by the Land Use Authority.

11-5-11 PARTIAL RELEASE OF FUNDS

- A. Authority: At the request of a developer the City may release from the improvement guarantee the estimated costs of improvements installed by the developer and approved by the Land Use Authority.
- B. Process For Partial Release:

1. The developer shall submit to the Land Use Authority an application for release, signed by the developer, which details the work completed as of the date of the application.
 2. The City Engineer shall review the release request, verify the requested quantities have been installed or constructed in accordance with City Standards, and, if in concurrence, prepare and submit to the City an approved release request.
 3. The City Engineer's approval of a requested release shall constitute a representation to the City that the subject improvements have been completed, to the best of the Engineer's knowledge, information, and belief, in accordance with applicable construction standards. However, by approving any such payment, the City Engineer shall not be deemed to have represented that the Engineer:
 - a. Made exhaustive or continuous on site inspections,
 - b. Checked the quality or quantity of the work,
 - c. Reviewed the means, methods, techniques, sequences and procedures of construction, or
 - d. Made any examination to ascertain how or for what purpose the developer has used the monies released.
 4. The City shall then release the amount approved by the City Engineer.
- C. A developer shall not obtain a release from the bonds, withdraw from the covenant, and lien improvements guarantee any amount in excess of 100% of the estimated cost of the improvements, but shall pay from other sources any costs for such improvements which exceed 100% of the costs approved by the City Engineer.

11-5-12 CONDITIONAL ACCEPTANCE

- A. Request: After all required improvements are complete, each developer shall, in writing, notify the Zoning Administrator and the Land Use Authority that improvements are complete and shall request conditional acceptance by the City.
- B. Inspection: The City Engineer shall then inspect and notify the developer in writing of any work that is defective. The developer shall immediately remedy such defects.
- C. Construction Drawings: After all required improvements have been satisfactorily installed and approved by the Land Use Authority, and as a requirement of "conditional acceptance," the developer shall furnish a Mylar or Mylar copy of all original construction drawings. These drawings shall show the "as constructed" condition of all improvements.
- D. Notice Of Acceptance: The City Engineer shall, as soon as improvements are acceptable and after receipt of the as-built drawings, present to the developer a notice of conditional acceptance establishing the date for beginning the one (1) year guarantee period.

11-5-13 WARRANTY OF WORK

Developer shall warrant and guarantee for a period of one (1) year from the date of the City's conditional acceptance that all improvements are free from defects due to faulty materials or workmanship. Each improvement guarantee shall remain in effect until the developer receives final written acceptance from the City at the conclusion of the guarantee period.

- A. Repairs: Developer shall, at no cost to the City, promptly make such corrections as may be necessary by reason of any improvement defects, including repair of damage to other improvements resulting from such defects. The City shall give notice of observed defects with reasonable promptness. In the event the developer fails to make such repairs, adjustments, or other work that may be necessary due to such defects, the City may perform the developer's obligations and charge the developer the cost thereby incurred.
- B. City Engineer Determination: The City Engineer shall determine the necessity for repairs of improvements whose decision shall be final and binding upon the developer.
- C. Completion Of Repairs: Whenever, in the judgment of the City Engineer, improvements shall be in need of repair, the Engineer shall cause written notice to be served on the developer. Thereafter the developer shall promptly complete such repairs.

11-5-14 FINAL ACCEPTANCE AND RELEASE

- A. Request: Developer shall be responsible for making a written request to the Zoning Administrator and the City Engineer for final acceptance and release. The City Engineer shall then inspect the subdivision improvements. If defects exist, the Land Use Authority shall notify the developer, in writing, who shall promptly replace and/or repair all defective work.
- B. Notification: When the improvements are acceptable, the City Engineer shall notify the City Council, in writing, which shall then issue a letter of final acceptance and release the 10% warranty.

11-5-15 ACCEPTANCE PERIOD

Requests for conditional and final acceptance shall be made during periods when all improvements can be visually inspected by the City Engineer. Any improvements buried with soil or snow or otherwise not visible shall not be approved. Generally, no acceptances will be made from November through and including February.

11-6 SUBDIVISION CONSTRUCTION, DRAWING AND DESIGN STANDARDS

11-6-1 GENERAL PROVISIONS

- A. Intent: It is the intent of these construction standards to describe the minimum acceptable requirements necessary to complete the improvements required by the City. Any work or improvements that may be reasonably inferred from these standards, as being required to produce the intended result, shall be supplied whether or not it is specifically called for. Work, materials, or equipment described in words which so applied have a well-known technical or trade meaning shall be deemed to refer to such recognized standards. Details and specifications for public works construction shall conform to the latest version of the American Public Works Association manual of standard specifications (published by the T2 Center at Utah State University and further referenced throughout this chapter as APWA specifications) and the Honeyville City Public Works Construction Standards.
- B. Contracts And Subcontracts:
 - 1. Prior to construction, the developer will submit to the City and the City Engineer for approval, a list of the names of all contractors and/or subcontractors the developer proposes to employ in constructing the improvements required herein.
 - 2. The developer will not employ any contractor or subcontractor (whether initially or as a substitute) against whom the City or the City Engineer may have reasonable objection, nor will the developer be required to employ any contractor or subcontractor against whom he has reasonable objection.
 - 3. The developer will be fully responsible for all acts and omissions of his contractors and subcontractors and of persons directly or indirectly employed by him.
- C. Nothing in the contract documents shall create any contractual relationship between any contractor or subcontractor and the City or the City Engineer, or any obligations on the part of the City or the City Engineer, to pay or to see to the payment of any monies due any contractor or subcontractor, except as may otherwise be required by law.
- D. The developer shall agree to specifically bind every contractor and subcontractor to all of the applicable terms and conditions of the construction standards. Every contractor or subcontractor, by undertaking to perform any of the work, will thereby automatically be deemed to be bound by such terms and conditions.

11-6-2 DESIGN STANDARDS

- A. Streets:
 - 1. The arrangement of streets in new subdivisions shall make provision for the continuation of the existing streets in adjoining areas and shall provide access to unsubdivided adjoining areas insofar as such continuation or access shall be deemed necessary by the Approval Authority. New streets shall connect to existing public streets.
 - 2. The street arrangement should be such as to cause no unnecessary hardship to owners of adjoining property when they plat their own land and seek to provide for

convenient access to it. If the adjoining land is zoned for residential use, streets shall be located so that the adjacent land may be most efficiently subdivided.

3. Half streets, consisting of half of a standard road right of way width or half of a fully developed street, on the boundary of a subdivision, are prohibited.
4. Sharing of road development costs with abutting property owners and recovery of the same is provided for with a protection strip as described in Section 10-22-15 of the Land Use Title.
5. Conform To Master Street Plan: Streets shall conform to the adopted Master Street Plan.
6. Road Right-of-Way Widths: Major and collector streets shall conform to the width designated on the Master Street Plan wherever a subdivision is in an area for which a Master Street Plan has been adopted. For territory where such street plan has not been completed at the time the preliminary subdivision application is submitted to the City, streets shall be provided as required by the Approval Authority. All streets serving permanent cul-de-sacs (permanent dead-end streets) are considered to be minor streets and shall have the same width of that specified for a minor street.
7. Urban and Rural Street Designation:
 - a. Urban Streets: Streets within zones having a density of one-half ($\frac{1}{2}$) acre or less shall be considered urban streets and shall include curb, gutter, and sidewalk. Installation of sidewalks, handicap ramps, and curbs and gutters is required on existing urban streets bordering a new subdivision.
 - b. Rural Streets: Streets within zones having a density greater than one-half ($\frac{1}{2}$) acre shall be considered rural streets.
8. Design and Construction: All streets shall conform to the Honeyville City Design and Construction Standards.
9. Cul-De-Sacs:
 - a. Cul-de-sacs shall not exceed 650 feet measured from centerline intercept of the nearest three-way "tee" or four-way "cross" intersection to the center point of the circular turnaround.
 - b. Cul-de-sacs shall not serve more than ten (10) lots (including the corner lots fronting on the stem road to the cul-de-sac).
 - c. Cul-de-sacs may be used only where such conditions exist which make other road designs undesirable, infeasible, or impose an unusual hardship. Every effort shall first be made to configure a new road system to avoid cul-de-sacs prior to submitting a proposed road system design.
 - d. Each cul-de-sac shall conform to the Honeyville City Design and Construction Standards.
10. Temporary Turnaround:
 - a. A temporary turnaround shall be used where a street is temporarily terminated and is more than one lot deep on both sides of the street.
 - b. Each temporary turnaround shall conform to the Honeyville City Design and Construction Standards.
11. Road Obstructions and Termination: In the event that any road or street in any subdivision shall terminate at or within a distance equal to the average required lot

frontage of the subdivision of any ditch, canal, creek, waterway, or other obstruction which will, in the opinion of the City Engineer, require a bridge or other structure in order to continue the road over or across the canal, ditch, creek, waterway or other obstruction, the developer shall deposit with the City a sum of money equal to one-half (1/2) of the City Engineer's estimate of the cost for constructing a proper and suitable bridge over the same. The City Engineer shall, on request, furnish the developer a cost breakdown for any such structure. At such time, in the opinion of the City Council, as it becomes desirable to construct such structure, the same shall be constructed by the City applying such deposit toward the construction costs and charging the other one-half (1/2) of such cost to the person developing the other side, or if there is no person so developing the other side, the half shall be borne as a City expense.

12. Frontage on Major Highway:

- a. Where a subdivision abuts a major highway, frontage roads may be required by the Utah Department of Transportation (UDOT).
- b. All development and subdivisions fronting on a UDOT highway require UDOT approval of driveway and access points and any street intersection with a UDOT highway.
- c. Sidewalk along SR 38 shall be provided:
 - I. Along the west right-of-way for development north of 7200 N, and
 - II. Along the east right-of-way for development south of 6900 N.

13. Monuments: Permanent monuments shall be accurately set and established at such points as are necessary to definitively establish all lines of a subdivision plat, except those outlining individual lots. Monuments shall be of a type approved by the Land Use Authority. All subdivision plats shall be tied to a section corner, a monument of record, or an established land office survey corner.

14. Street Names: A street shall have the name and address grid designation of the street which exists along the same alignment. Each street with a name shall also be assigned a grid address assigned to the street in conformance with the predominant Box Elder County street address grid system. A street name existing within the City or within a community which abuts Honeyville City shall not be duplicated.

B. Easement Standards:

1. Front lot line public utility easements are required and shall be a minimum of ten feet (10') wide and shall be dedicated as public utility easements unless the City Engineer determines a particular easement is unnecessary.
2. Easements shall be provided for all utilities located on private property.
3. Easements for pressurized waterlines shall be a minimum of 20 feet in width and shall be dedicated to the owner of such waterline.
4. Easements for irrigation water facilities shall be a minimum of 10 feet in width and shall be dedicated to the users of said facilities.
5. Easements for drainage facilities shall be a minimum of 10 feet in width and shall be dedicated to the owner of said facilities.
6. Whenever any stream or important surface drainage course is located in an area that is being subdivided, the developer shall dedicate to the City an adequate

easement along each side of the stream for the purpose of widening, deepening, sloping, improving or protecting the stream.

C. Utilities To Be Underground:

1. Unless the Approval Authority determines, upon application by the developer, supported by recommendation of the City Engineer, that it is not feasible to do so, all new power lines, telephone lines, and other normally overhead utility lines shall be placed underground by the developer.

D. Blocks:

1. Blocks shall not exceed 1,300 feet in length. Blocks over 800 feet in length shall be provided with a walkway dedicated to the City through the block at its approximate center. Such walkways shall be not less than ten feet (10') in width. The width of blocks generally shall be sufficient to allow two (2) tiers of lots. Blocks intended for business or industrial uses shall be designed specifically for such purposes with adequate space set aside for off-street parking and delivery facilities.
2. Property lines at all street intersections shall be rounded with curves having a minimum radius of fifteen feet (15').

E. Lots:

1. The lot arrangement and design shall be such that lots will provide satisfactory and desirable sites for buildings and be properly related to topography and to existing and probable future requirements.
2. All lots shown on the subdivision plan shall conform to the minimum requirements of the zone in which the subdivision is located, and to the minimum requirements for sewage disposal.
3. Each lot shall abut on a street dedicated by the recording of a subdivision or on an existing publicly dedicated street.
4. Double frontage lots are prohibited unless approved by the Approval Authority for reasons of topography or other agency restrictions.
5. No wedge-shaped lot shall be less than thirty feet (30') in width at the front property lines, or less than the lot frontage at the front setback line required in the Zoning District, whichever is larger.
6. Side lot lines shall be at right angles or radial to street lines for the full depth of the lot except where exceptional topography exists and approved by the Approval Authority.
7. Corner lots shall have the minimum required frontage on both streets.
8. All remnants below the minimum lot size leftover after subdividing a larger tract shall be added to adjacent lots, rather than allowed to remain as unusable parcels.
9. No single lot shall be divided by a City or county boundary line.
10. A lot shall not be divided by a road, alley, or other lots or property.

F. Storm Drainage And Floodplains:

1. Complete drainage systems for the entire subdivision area shall be provided. The storm drainage system for the subdivision shall meet the requirements of Honeyville City Design and Construction Standards.

2. If the final plat is to be presented in phases, a general drainage plan for the entire area shall be provided with the preliminary plat, and appropriate development stages for the drainage system for each section indicated.
3. Any subdivision containing floodplains or flood-prone areas shall be subject to Title 12 of this Code.

G. On-Site Sewage Disposal:

1. Whenever individual septic tanks are proposed as sanitary sewage disposal systems, the developer shall either install such facilities or include on the final subdivision plat a plat note requiring the on-lot sanitary sewage disposal facilities be installed by the owner as a condition of the principal building permit issuance.

H. Culinary Water System:

1. Each new development and subdivision shall connect to the Honeyville City Culinary Water System. Extensions or improvements of the existing culinary water system may be required of the developer to facilitate serving the new subdivision or development with culinary water.
2. The culinary water system for the subdivision shall meet the requirements of Honeyville City Design and Construction Standards.

I. Irrigation Water Facilities:

1. Irrigation water facilities shall be provided in accordance with Section 11-5-2.
2. Plans and specifications for the irrigation water system shall be approved in writing by the agency furnishing the water and the Land Use Authority.
3. Where an existing irrigation system consisting of open ditches is located within or adjacent to a proposed subdivision, complete plans for relocation or covering and other safety precautions shall be submitted with an application for preliminary approval of a plat.
4. The open ditches or canals shall not be allowed within or adjoining a subdivision, except when fenced along rear or side lot lines. The developer shall work with irrigation, drainage, or ditch companies regarding:
 - a. Methods of covering, realigning, or eliminating ditches or canals within or adjoining the subdivision.
 - b. The size of pipe and culverts required.
 - c. The responsibility for the periodic inspection, cleaning, and maintenance of such ditches, pipes, and culverts. In cases where canals or ditches cross public roads or proposed public roads, specifications, and grades for pipe or culvert shall be approved by the Land Use Authority.

J. Secondary Water Facilities: All new development shall be required to install secondary water lines within all new street rights-of-way as detailed in the Honeyville City Design and Construction Standards.

K. Safety Fences: The developer shall install a six-foot (6'), non-climbable chain link fence, or its equivalent, along large open ditch, canal or waterway, non-access street, open reservoir, or body of water, railroad right-of-way, and other such features of potentially hazardous nature which cross or are contiguous to the property being subdivided or developed; provided, however, that any feature which the Approval Authority reasonably determines is not likely to present a hazard to life may be exempted from this requirement.

**The DRAFT Minutes of
Honeyville City Council
December 11, 2024 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 Dusty Bingham.

Approximately 8 members of the public were present.

Employees present were: Brittney Chlarson, Clerk/Recorder
 Wendy Lindauer, Deputy Clerk
 Troy McNeely, Public Works
 Blair Perry, Treasurer
 Kenny Funk, Zoning Administrator

Dusty Bingham offered the invocation and led the group in the Pledge of Allegiance.

Conflict of Interest: None Noted

Public Comment Period: No Comments were Made.

Zoning Administrator/Planning Commission Report – Kenny Funk & Laurie Hunsaker

A. Zoning Admin Report: Kenny F

- **Building Permits:** One Solar Permit has been issued.
- **Development:** A few inquiries about small subdivisions, but no formal applications filed.

B. Planning Commission Report: Laurie H

- **Public Hearings:** The Planning Commission held several Public Hearings the first week in December. Those items are on the agenda tonight for City Councils consideration of approval.

City Administration – Mayor Bruce Nelson:

Discussion Items:

A. Reconcile Bank Statement – Dusty Bingham

Action Items:**A. Interview City Council Applicants:**

Councilmember Wilde was elected to a county position. Therefore, he can no longer fulfill his duties on the City Council. The Council interviewed applicants to fill his spot for 2025. If they wish to remain on the council, they will need to run in the Municipal Election held in 2025.

Mayor Nelson had the applicants draw a number to determine the order they would present their reasons why they'd like to be considered as a City Council Member.

- **Anna Dammer** – Resident of Honeyville for 15 years. She expressed a desire to become more involved in the community. She had ran in the previous election, but did not make office and was excited to have another opportunity to try and become more involved with the city. She has worked for the Federal Government for 30 years and has a background in accounting. Anna also volunteers and serves in several different non-profit groups.
- **Jacob Jaques** – Resident of Honeyville for 3 years and is currently serving on the Planning Commission. He recently retired from Great Basin Water and took a job with JUB Engineering where he deals with construction oversight. He wants to help responsibly manage development and keep Honeyville a small agricultural community.
- **Austin Granger** – Resident of Honeyville for 7 years. He also has a degree in chemical and mechanical engineering and uses that degree in his job at Northrop Grumman. He would like to keep Honeyville more rural.
- **Kami Anderson** – Resident of Honeyville for 6 years. She has young children and moved here so her kids could grow up in an agricultural area. She has overseen the Honeyville City 5K for the past 4 years. She wants to continue to build community unity.
- **Codey Illum** – Resident of Honeyville for 10 years. He started his career as a Fire Fighter and EMT. He then moved to work for a Public Works Department and eventually ended up working at his for Box Elder County as the facility manager and building official which is where he continues to work today. He has served on Honeyville City's Planning Commission and as the Zoning Administrator.

The council asked a few clarifying questions to help guide their decision. They were all impressed with each of the applicants and felt it was a hard decision to make.

Mayor Nelson informed the applicants that only one seat will be filled tonight. However, in the upcoming election there will be 3 council seats and the Mayor position that will need to be filled and he invited all of them to consider running in that election.

An open vote was made by each City Council Member. The vote was as follows:

- **Kory W** voted for Codey Illum
- **Ryan A** voted for Kami Anderson
- **Trevor G** voted for Kami Anderson
- **Dusty B** voted for Jacob Jaques
- **David H** voted for Kami Anderson

TREVOR GARDNER motioned to approve Kami Anderson as the new City Council Member for a term starting in January 1, 2025 and ending December 31, 2025. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

- B. **Appoint Planning Commission Member:** Mayor Nelson spoke with an individual and that person declined his invitation to serve so the Mayor will try and have a new name ready for January's meeting.
- C. **Subdivision Ordinance:** Dana Shuler the City Engineer presented the new subdivision ordinance; Title 11. This has been updated to reflect the new state law requirements. Mike Hansen with Rural Community consultants started this process, a committee was later created to oversee, edit and revise those suggestions. This ended up creating a new title in the Subdivision Ordinance. It was also shared that per state law the City Council will no longer be the final authority on subdivision applications. They will be presented to the Planning Commission and the Development Review Committee (DRC), which consists of the City Engineer, Zoning Administrator, a member of the Planning Commission, the Public Works Director, Fire Marshall if applicable and the City Attorney if needed. Dana stated that they pulled out certain sections that did not need to be in the Ordinance and added them to the Development and Design Standard to make the ordinance clearer. Applications will also have checklists that must be completed prior to any application being reviewed because the state is now limiting the number of times the city can review an application. Kenny F shared that there will also be a lot of edits made to the current Land Use Code, Title 10. This is not on the agenda to be voted on tonight, but he wanted the council to be aware of some of the big changes they have been working on. He shared that one of the changes to the code is that if someone would like to subdivide their property, they will need to be along a public street. They also changed the code to state that any new development must connect to city water. Dana S explained that if there is a Development Agreement the City Council is the final authority on those types of agreements. They also discussed that they would be recommending that retention ponds be owned by the city. Due to all the changes it was suggested that the City update their fee schedules to compensate for the workload put on paid employees.

KORY WILDE motioned to accept the Subdivision Ordinance as explained and presented. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner against and Dusty Bingham for.

- D. **Development, Design and Construction Standards:** Dana S presented a document titled Development, Design and Construction Standards. She stated that there was a lot of technical information in the ordinance, most cities have moved to putting those in a separate document to make the ordinances clearer and to provide for easier referencing. This document has design requirements, road, water and lot design along with construction standards. This will help with development and public works projects. Dana also explained that there were a few typos in the presented document to the Planning Commission and suggested that if the City Council approves the document that they do so with the Planning Commission's recommendations.

KORY WILDE motioned to approve the Development, Design and Construction Standards as explained and presented along with Planning Commission recommendations and changes. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

- E. **Hearing Officer Ordinance:** Kenny F explained that since the City Council had voted to dissolve the Board of Appeals and replace it with a Hearing Officer, they needed to update the Ordinances reflecting those changes.

KORY WILDE motioned to adopt the Hearing Officer Ordinance as recommended by Planning Commission. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

- F. **Subdivision Application Forms:** Dana S stated that the application forms had been updated to reflect the new requirements from the state.

KORY WILDE motioned to approve the Subdivision Application Forms as presented. RYAN ADAMS seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

- G. **Subdivision Ordinance Check Lists:** Dana S stated that they took this information out of the code and will now be giving these checklists to applicants. This checklist is referenced in the code. They have given more requirements for the preliminary applications to address issues prior to the final application because of the limited time the city has to review these documents.

DAVID HOUGAARD motioned to approve the Subdivision Ordinance Check Lists as recommended. KORY WILDE seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

H. City Council Regular Meeting Minutes – 10/09/24:

KORY WILDE motioned to approve the 10/09/24 Regular Meeting Minutes as presented. DUSTY BINGHAM seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

I. City Council Regular Meeting Minutes – 11/13/24

TREVOR GARDNER motioned to approve the 11/13/24 Regular Meeting Minutes as presented with on correction to the phrase “high interest” being changed to “high return”. DUSTY BINGHAM seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

J. Check & Deposit Details – November 2024

RYAN ADAMS motioned to accept the Check & Deposit Details from November 2024 as presented. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

Public Health & Safety/Mosquito Abatement – Councilmember David Hougaard

Nothing to report at this time.

Parks & Cemeteries/Youth City Council – Councilmember Trevor Gardner

Nothing to report at this time.

General Community Events/Planning Commission – Kory Wilde

Nothing to report at this time.

Water Systems & Drainage – Councilmember Ryan Adams

Nothing to report at this time.

Streets & Roads/Buildings & Equipment/City Communications - Councilmember Dusty Bingham

Nothing to report at this time.

Actions for January:

- Address the Fee Schedule
- Hire a Hearing Officer

TREVOR GARDNER motioned to adjourn at 8:10 p.m. RYAN ADAMS seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kory Wilde for, Trevor Gardner for and Dusty Bingham for.

Meeting Adjourned at 8:10 p.m.

The foregoing minutes were taken and typed by Brittiny Chlarson.

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

ATTEST:

DATE APPROVED: _____

Brittiny Chlarson – Clerk/Recorder

Bruce Nelson - Mayor

**The DRAFT Minutes of
Honeyville City Council
January 8, 2025, 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, Kami Anderson, Trevor Gardner and Dusty Bingham.

Approximately 4 members of the public were present.

Employees present were: Brittney Chlarson, Clerk/Recorder
 Wendy Lindauer, Deputy Clerk
 Troy McNeely, Public Works
 Kenny Funk, Zoning Administrator

Ryan Adams offered the invocation and led the group in the Pledge of Allegiance.

Conflict of Interest: None Noted

Administer Oath of Office to Kami Anderson – **Brittney Chlarson** administered the oath of office to new councilmember Kami Anderson.

Public Comment Period: No comments were made.

Zoning Administrator/Planning Commission Report – Kenny Funk & Laurie Hunsaker

Laurie was excused from the meeting so Kenny will report on both Zoning Admin & Planning Commission.

A. Zoning Admin Report: Kenny F

- **DRC Review:** Review of a parcel boundary adjustment.
- **Development:** Request to build a shop and inquiries about parcel boundary adjustments.

B. Planning Commission Report: Kenny F

- **Public Hearings:** The Planning Commission will hold a Public Hearing on the updates that were made to Title 10 this month.
David H expressed that he thought that parcel boundary adjustments just needed to go to the county. Kenny F explained that if there is a home on the property then the request needs to come to the city per state law.

City Administration – Mayor Bruce Nelson:

Discussion Items:

A. City Council Assignments for 2025:

David H – Planning Commission/Public Health & Safety

Kami A – Mosquito Abatement/General Community Events/Youth City Council

Ryan A – Water Systems & Drainage

Trevor G – Parks & Cemeteries/General Community Events/Youth City Council

Dusty B – Streets & Roads/City Communications

B. 4th of July Assignments

Ryan A – Park Activities

David H – 5K

Kami A – Rodeo/Trap Shoot

Trevor G – Movie in the Park/Parade

Dusty B – Concessions - Cookshack

C. Update Project List

Remodel Meeting Room: Mayor Nelson – Has contacted 3 individuals to bid the meeting room updates. One cannot do the project and the other 2 have not submitted their bids.

Fence around West Cement Pad at City Hall: Mayor Nelson – No updates at this time.

Bowery at East Park: Trevor G – A bid has been received, but no timeline has been addressed.

Bathrooms at West Park: Trevor G – Will reach out to Paul Groberg to get a list put together of items that need to be listed in the bid requirements.

D. Hearing Officer Suggestions: Mayor Nelson has asked a few people to act as a hearing officer however he has not been successful in filling this position. He asked the council to provide him with any suggestions they may have.

Trevor G recommended that they research who other cities in the area are using and see if that individual would also be willing to assist Honeyville.

E. Annexations within the County: Mayor Nelson wanted to make the council aware of changes that are taking place with annexations within the county. He reported that the county has created a boundary commission. Members of that commission are made up of 2 Mayors; the Mayor of Brigham City and the Mayor of Deweyville, Mayor Nelson will be serving as an alternate. There is one county commissioner serving on that committee; Boyd Bingham along with 3 residents from the county: Dean Lester, Fred Barker and Sam McMurdie. They will be addressing a protest regarding issues with land

in Garland. This committee will be utilized if there is a protest regarding an annexation request.

There was further discussion about rumors of growth within the county. **Mayor Nelson** feels that the city needs to be aware of growth and to plan for the future so if these requests come to the city, they will have a clear plan.

F. Reconcile Bank Statement – Ryan Adams

Action Items:

- A. Appoint Planning Commission Member:** **Mayor Nelson** recommended Anna Dammer to serve on the Planning Commission.

TREVOR GARDNER motioned to approve the appointment of Anna Dammer as the new Planning Commission Member for a term starting in January 1, 2025 and ending December 31, 2028. RYAN ADAMS seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kami Anderson for, Trevor Gardner for and Dusty Bingham for.

- B. City Council Regular Meeting Minutes – 12/11/24:** Not in the Packet

- C. Check & Deposit Details – December 2024**

David H asked on the timeline of when bills are paid. It was clarified that bills are paid once invoices are received within a week or two.

DAVID HOUGAARD motioned to accept the Check & Deposit Details from December 2024 as presented. DUSTY BINGHAM seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kami Anderson for, Trevor Gardner for and Dusty Bingham for.

Public Health & Safety/Planning Commission – Councilmember David Hougaard

- A. Mosquito Abatement:** Drones have been purchased and there are qualified individuals to operate those for the upcoming mosquito season.

Parks & Cemeteries/General Community Events/Youth City Council – Councilmember Trevor Gardner

- A. Cemetery Updates:** Wendy L, the city's deputy clerk, has been working on updating cemetery information along with moving the current cemetery system to an online system. The city is currently waiting to hear from Sunrise Engineering to finish this process.

General Community Events/Youth City Council/Mosquito Abatement – Kami Anderson

Nothing to report at this time.

Water Systems & Drainage – Councilmember Ryan Adams

- A. **Water Conservation Plan:** An email was sent including the draft conservation plan. The city was supposed to receive a response but never heard back from anyone. Ryan will follow up on this item.

Streets & Roads/Buildings & Equipment/City Communications - Councilmember Dusty Bingham

- A. **Chip Seal:** Wants to get on the schedule for chip seal so that the city doesn't get passed by.
- B. **Frontage Road Heading North:** This road needs to be widened. The Mayor would like to apply for funds from the county to help address this issue. Troy has reached out to a few companies to get some bids on this project.

Mayor Nelson asked Trevor & Dusty to attend the county meeting regarding corridor funds on April 7th in his place. This meeting will take place at the Elwood Town Hall.

Actions for February:

- Address the Fee Schedule
- Hire a Hearing Officer

TREVOR GARDNER motioned to adjourn at 7:50 p.m. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Ryan Adams for, David Hougaard for, Kami Anderson for, Trevor Gardner for and Dusty Bingham for.

Meeting Adjourned at 7:50 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: _____

Brittney Chlarson – Clerk/Recorder

Bruce Nelson - Mayor

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Ace Hardware						
01/30/2025	Bill	55770	Yes	Grounded Switch Tape, Hex Keys, Bathroom Cleaner, Scrubber, Brush Caddy & Fasteners	10-11-2105 Accounts Payable	109.28
01/30/2025	Bill	55925	Yes	Epoxy, Glass Glue, S Hook, Nut Wing, Marker, Spring Snap, Snap Trigger, Broom, Tie-Down, Poly Rope & Blacktop Repair	10-11-2105 Accounts Payable	124.23
01/30/2025	Bill	56209	Yes	Grass Seed	10-11-2105 Accounts Payable	51.98
01/30/2025	Bill	56263	Yes	Pens & Light Bulbs	10-11-2105 Accounts Payable	16.97
01/30/2025	Bill	56314	Yes	Grass Seed	10-11-2105 Accounts Payable	77.97
01/30/2025	Bill	56413	Yes	Keys, Security Cam Decal & Lights, Sledge Handle, Wireless SPTLite & PL500 Landscape, Spray Paint	10-11-2105 Accounts Payable	228.90
01/30/2025	Bill	56524	Yes	Slip Joint Pliers, Cell Holder, Screwdrivers	10-11-2105 Accounts Payable	58.96
01/30/2025	Bill	56559	Yes	Supplies for City Hall - Putty Knife, Spackling & Door Stop Wedge, Clevis Slip Hooks & Poly Rope	10-11-2105 Accounts Payable	70.99
01/30/2025	Bill	57201	Yes	Drill Set & Pipe	10-11-2105 Accounts Payable	77.51
01/30/2025	Bill	57536	Yes	Fertilizer	10-11-2105 Accounts Payable	10.00
01/30/2025	Bill	57536	Yes	Fertilizer	10-11-2105 Accounts Payable	10.00
01/30/2025	Bill	58179	Yes	Day of Service Supplies & Multiuse Pump	10-11-2105 Accounts Payable	436.15
01/30/2025	Bill	58276	Yes	Corner Posts, Quik-Tube Building Forms, Tools & Utility Light	10-11-2105 Accounts Payable	364.83
01/30/2025	Bill	58364	Yes	Propane & Batteries	10-11-2105 Accounts Payable	51.94
01/30/2025	Bill	58525	Yes	Stihl Motor Oil - Weed Wacker Repairs	10-11-2105 Accounts Payable	174.45
01/30/2025	Bill	58645	Yes	Septic Tank Cleaner, Rags & C-Clamp	10-11-2105 Accounts Payable	72.95
01/30/2025	Bill	58904	Yes	Fuel for Weed Eater	10-11-2105 Accounts Payable	39.99
01/30/2025	Bill	58915	Yes	Chain Loop, Chainsaw File, Padlock, Tools - Labor for Repairs	10-11-2105 Accounts Payable	181.21
01/30/2025	Bill	59061	Yes	Concrete Saw Rental	10-11-2105 Accounts Payable	43.57
01/30/2025	Bill	59128	Yes	Labor & Parts for Repairs	10-11-2105 Accounts Payable	132.48
01/30/2025	Bill	59388	Yes	Supplies to build storage box for City Hall Christmas Decor	10-11-2105 Accounts Payable	129.90
01/30/2025	Bill	59413	Yes	Hardboard, Chisel, Adapter, Battery & Fuel Ratchet	10-11-2105 Accounts Payable	352.92
01/30/2025	Bill	59485	Yes	Motor Oil, Hook, Paracord, Eye Bolts & Tarp	10-11-2105 Accounts Payable	86.13
01/30/2025	Bill Payment	23698	Yes		10-11-1110	-

HONEYVILLE CITY

Transaction List by Vendor January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
	(Check)				Bank of Utah - New 12/14	2,903.31
Anna Dammer						
01/15/2025	Bill	January Stipend	Yes	Planning Commission January Stipend	10-11-2105 Accounts Payable	50.00
01/15/2025	Bill Payment (Check)	23658	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
AT&T Mobility						
01/14/2025	Bill	287305197845	Yes	Public Works & Zoning Admin Cell Phones/Office I-Pads Replace Public Works Phone	10-11-2105 Accounts Payable	621.52
01/15/2025	Bill Payment (Check)	23659	Yes		10-11-1110 Bank of Utah - New 12/14	-621.52
Bear River Valley Co-Op						
01/30/2025	Bill	1699899	Yes	Supplies for the Snowplow	10-11-2105 Accounts Payable	67.02
01/30/2025	Bill Payment (Check)	23692	Yes		10-11-1110 Bank of Utah - New 12/14	-67.02
Blue Stakes						
01/14/2025	Bill	UT202403540	Yes	Billable Notifications	10-11-2105 Accounts Payable	18.91
01/15/2025	Bill Payment (Check)	23660	Yes		10-11-1110 Bank of Utah - New 12/14	-18.91
Bob Kosbab						
01/08/2025	Bill Payment (Check)	23645	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
01/15/2025	Bill	January Stipend	Yes	Planning Commission January Stipend	10-11-2105 Accounts Payable	50.00
01/15/2025	Bill Payment (Check)	23661	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Box Elder Building Insp						
01/15/2025	Bill	4th Quarter	Yes	2024 - 4th Quarter Building Permits	10-11-2105 Accounts Payable	3,373.83
01/15/2025	Bill Payment (Check)	23662	Yes		10-11-1110 Bank of Utah - New 12/14	-3,373.83
Box Elder News Journal						
01/14/2025	Bill	58833	Yes	Cemetery Notice	10-11-2105 Accounts Payable	61.20
01/15/2025	Bill Payment (Check)	23663	Yes		10-11-1110 Bank of Utah - New	-61.20

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
						12/14
Brigham City Corp.						
01/30/2025	Bill	11028	Yes	T-Coliform Report ID #241216-57	10-11-2105 Accounts Payable	60.00
01/30/2025	Bill Payment (Check)	23699	Yes		10-11-1110 Bank of Utah - New 12/14	-60.00
Bruce Nelson						
01/02/2025	Bill	January Stipend	Yes	Mayor January Stipend	10-11-2105 Accounts Payable	500.00
01/08/2025	Bill Payment (Check)	23646	Yes		10-11-1110 Bank of Utah - New 12/14	-500.00
Budget Blinds						
01/08/2025	Bill	Office Blinds Deposit	Yes	Deposit - Blinds for the Office	10-11-2105 Accounts Payable	400.00
01/08/2025	Bill Payment (Check)	23657	Yes		10-11-1110 Bank of Utah - New 12/14	-400.00
C & J Welding & Repair						
01/30/2025	Bill	12617	Yes	Snowplow Repairs	10-11-2105 Accounts Payable	145.56
01/30/2025	Bill Payment (Check)	23700	Yes		10-11-1110 Bank of Utah - New 12/14	-145.56
Cherisse Kaminska						
01/08/2025	Bill Payment (Check)	23647	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
CivicPlus						
01/14/2025	Bill	326574	Yes	Codifying Services	10-11-2105 Accounts Payable	1,866.38
01/15/2025	Bill Payment (Check)	23664	Yes		10-11-1110 Bank of Utah - New 12/14	-
CNH Industrial Accounts						
01/14/2025	Bill	521272	Yes	Finance Charges	10-11-2105 Accounts Payable	3.59
01/15/2025	Bill Payment (Check)	23665	Yes		10-11-1110 Bank of Utah - New 12/14	-3.59
Comcast.						
01/14/2025	Bill	8495446310296769	Yes	City Hall Internet	10-11-2105 Accounts Payable	108.48
01/15/2025	Bill Payment (Check)	23666	Yes		10-11-1110 Bank of	-108.48

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Utah - New 12/14	
Dusty Bingham						
01/02/2025	Bill	January Stipend	Yes	City Council January Stipend	10-11-2105 Accounts Payable	50.00
01/08/2025	Bill Payment (Check)	23648	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Econo Waste						
01/14/2025	Bill	646428	Yes	Trash Removal - City Hall, Shop	10-11-2105 Accounts Payable	206.00
01/15/2025	Bill Payment (Check)	23667	Yes		10-11-1110 Bank of Utah - New 12/14	-206.00
Elan Financial Services						
01/14/2025	Bill	4798510066943438	Yes	QuickBooks & Interest	10-11-2105 Accounts Payable	196.01
01/15/2025	Bill Payment (Check)	23668	Yes		10-11-1110 Bank of Utah - New 12/14	-196.01
01/30/2025	Bill	4798510427395930	Yes	AMAZON - Road Flares & Vehicle Rooftop Strobe Lights, STAPLES - Office Supplies - Key Tabs, Printer Paper, Letter Tray, Binders, Batteries, Calendars, USPS - Cemetery Deeds, HOME DEPOT - City Hall Outdoor Christmas Decor, USPS - Dog Tags, CIRCLE B IRRIGATION - Diamond Metal Disc, Interest	10-11-2105 Accounts Payable	853.48
01/30/2025	Bill Payment (Check)	23693	Yes		10-11-1110 Bank of Utah - New 12/14	-853.48
01/30/2025	Bill	4798510427395930	Yes	AMAZON - Motor for Sander, USPS - Certified Letters & Cemetery Deeds, USPS - Cemetery Deeds & Business Licenses, STAPLES - Office Supplies - Toilet Paper, Hanging Folders & Paper, STAPLES - Cemetery Deed Binders & Protective Covers	10-11-2105 Accounts Payable	411.84
01/30/2025	Bill	4798510066943438	Yes	INTUIT - QuikBooks, Interest	10-11-2105 Accounts Payable	198.92
01/30/2025	Bill Payment (Check)	23701	Yes		10-11-1110 Bank of Utah - New 12/14	-610.76
Enbridge Gas						
01/14/2025	Bill	1151530000	Yes	City Shop	10-11-2105 Accounts Payable	328.89
01/14/2025	Bill	5505200000	Yes	City Hall	10-11-2105 Accounts Payable	904.15
01/15/2025	Bill	2415200000	Yes	South Well	10-11-2105 Accounts Payable	24.48
01/15/2025	Bill Payment (Check)	23669	Yes		10-11-1110 Bank of Utah - New 12/14	-1,257.52
Farr Cragun & Berube, P.C.						
01/14/2025	Bill	33611	Yes	Colt Mund Attorney Fees - Preamble & Various Phone Calls	10-11-2105 Accounts Payable	156.00
01/15/2025	Bill Payment (Check)	23670	Yes		10-11-1110 Bank of Utah - New 12/14	-156.00

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Gateway Mapping Inc.						
01/14/2025	Bill	0180171	Yes	GIS Support Spatial Generations	10-11-2105 Accounts Payable	64.20
01/15/2025	Bill Payment (Check)	23671	Yes		10-11-1110 Bank of Utah - New 12/14	-64.20
Granite Telecommunications						
01/14/2025	Bill	671082742	Yes	City Hall Phone	10-11-2105 Accounts Payable	123.58
01/15/2025	Bill Payment (Check)	23672	Yes		10-11-1110 Bank of Utah - New 12/14	-123.58
Greer's Hardware						
01/30/2025	Bill	B836670	Yes	Wall claw Anchor, Anchor Screw, Masonry Bit Set, Pipe Wrap, Sealant, Clear Flex Tape, Sharpie & Fine Marker	10-11-2105 Accounts Payable	86.93
01/30/2025	Bill	B838134	Yes	Cable Puller, Drill Bit Set, JHook Ratchet, Clevis Grab Hook & Anchor Shackle	10-11-2105 Accounts Payable	152.94
01/30/2025	Bill Payment (Check)	23694	Yes		10-11-1110 Bank of Utah - New 12/14	-239.87
H & H Doors & Detailing						
01/30/2025	Bill	20425	Yes	Fire Department Door - Trolly Drive Opener	10-11-2105 Accounts Payable	1,300.00
01/30/2025	Bill	20512	Yes	Fire Department Door - Labor, Lubed Doors, Replaced Rollers & Top Brackets	10-11-2105 Accounts Payable	236.00
01/30/2025	Bill Payment (Check)	23702	Yes		10-11-1110 Bank of Utah - New 12/14	-1,536.00
IRS						
01/06/2025	Tax Payment		Yes	Tax Payment for Period: 12/01/2024-12/31/2024	10-11-1110 Bank of Utah - New 12/14	-3,234.13
Jacob Jaques						
01/08/2025	Bill Payment (Check)	23649	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
01/15/2025	Bill	January Stipend	Yes	Planning Commission January Stipend	10-11-2105 Accounts Payable	50.00
01/15/2025	Bill Payment (Check)	23673	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Jones & Associates						
01/14/2025	Bill	22612	Yes	Harper Haven Subdivision	10-11-2105 Accounts Payable	7,031.25
01/15/2025	Bill Payment (Check)	23674	Yes		10-11-1110 Bank of Utah - New	-7,031.25

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
01/30/2025	Bill	22675	Yes	Potential Revision to City Code, General Engineering, City Standards Update, 2023 Culinary Water CFP, 2023 Culinary Water IFFP & IFA	12/14 10-11-2105 Accounts Payable	4,148.25
01/30/2025	Bill Payment (Check)	23703	Yes		10-11-1110 Bank of Utah - New 12/14	- 4,148.25
K & N Automotive Inc. 01/30/2025	Bill	15358	Yes	Snowplow Power Motor	10-11-2105 Accounts Payable	1,508.67
01/30/2025	Bill Payment (Check)	23695	Yes		10-11-1110 Bank of Utah - New 12/14	- 1,508.67
Kamerie Anderson 01/02/2025	Bill	January Stipend	Yes	City Council January Stipend	10-11-2105 Accounts Payable	50.00
01/08/2025	Bill Payment (Check)	23650	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Kelli Shaw 01/08/2025	Bill Payment (Check)	23651	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
01/15/2025	Bill	January Stipend	Yes	Planning Commission January Stipend	10-11-2105 Accounts Payable	50.00
01/15/2025	Bill Payment (Check)	23675	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Kenny Funk 01/14/2025	Bill	December	Yes	Zoning Administrator Work for December 2024 7.5 Hours	10-11-2105 Accounts Payable	187.50
01/15/2025	Bill Payment (Check)	23676	Yes		10-11-1110 Bank of Utah - New 12/14	-187.50
Laurie Hunsaker 01/08/2025	Bill Payment (Check)	23652	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
01/15/2025	Bill	January Stipend	Yes	Planning Commission January Stipend	10-11-2105 Accounts Payable	50.00
01/15/2025	Bill Payment (Check)	23677	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Mellan Glass 01/14/2025	Bill	51098	Yes	Replace Windows In City Council Room	10-11-2105 Accounts Payable	3,932.00
01/15/2025	Bill Payment (Check)	23678	Yes		10-11-1110 Bank of Utah - New	- 3,932.00

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
						12/14
Miller Gas						
01/14/2025	Bill	32362	Yes	Fuel	10-11-2105 Accounts Payable	1,422.43
01/15/2025	Bill Payment (Check)	23679	Yes		10-11-1110 Bank of Utah - New 12/14	- 1,422.43
Quiklink Internet						
01/14/2025	Bill	27331	Yes	Shop Internet	10-11-2105 Accounts Payable	75.00
01/14/2025	Bill	27800	Yes	Shop Internet	10-11-2105 Accounts Payable	75.00
01/15/2025	Bill Payment (Check)	23680	Yes		10-11-1110 Bank of Utah - New 12/14	-150.00
RICOH USA, INC						
01/14/2025	Bill	5070746529	Yes	Additional Images	10-11-2105 Accounts Payable	23.21
01/15/2025	Bill Payment (Check)	23681	Yes		10-11-1110 Bank of Utah - New 12/14	-23.21
RKT						
01/30/2025	Bill	T-124947	Yes	Backhoe Tire Repair	10-11-2105 Accounts Payable	98.28
01/30/2025	Bill Payment (Check)	23704	Yes		10-11-1110 Bank of Utah - New 12/14	-98.28
Rocky Mountain Power						
01/14/2025	Bill	53231466-001 2	Yes	Electrical Service - City Hall, North Well, CF Cemetery, Streetlights, City Shop, Honeyville Cemetery, Cookshack. South Well 3-Phase Pump	10-11-2105 Accounts Payable	1,841.09
01/14/2025	Bill	53231466-004 6	Yes	Electrical Service - Radio Transmitter	10-11-2105 Accounts Payable	10.91
01/15/2025	Bill Payment (Check)	23682	Yes		10-11-1110 Bank of Utah - New 12/14	- 1,852.00
Ryan Adams						
01/02/2025	Bill	January Stipend	Yes	City Council January Stipend	10-11-2105 Accounts Payable	50.00
01/08/2025	Bill Payment (Check)	23653	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Staci Zilles-Nelson						
01/08/2025	Bill Payment (Check)	23654	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
01/15/2025	Bill	January Stipend	Yes	Planning Commission January Stipend	10-11-2105 Accounts	50.00

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
01/15/2025	Bill Payment (Check)	23683	Yes		Payable 10-11-1110 Bank of Utah - New 12/14	-50.00
Standard Plumbing						
01/14/2025	Bill	XWGT34	Yes	Cut Wheel, Saw Blade, Joint Pliers, Meter Lead, Aero Lock Ease	10-11-2105 Accounts Payable	50.25
01/15/2025	Bill Payment (Check)	23684	Yes		10-11-1110 Bank of Utah - New 12/14	-50.25
Town Web Design, LLC						
01/14/2025	Bill	8582	Yes	Hosting & Maintenance for Website/Domain Name Renewal	10-11-2105 Accounts Payable	1,203.00
01/15/2025	Bill Payment (Check)	23685	Yes		10-11-1110 Bank of Utah - New 12/14	-
Tremonton Ace Hardware						
01/30/2025	Bill	326460	Yes	Service Charge	10-11-2105 Accounts Payable	7.35
01/30/2025	Bill Payment (Check)	23696	Yes		10-11-1110 Bank of Utah - New 12/14	-7.35
Trevor Gardner						
01/02/2025	Bill	January Stipend	Yes	City Council January Stipend	10-11-2105 Accounts Payable	50.00
01/08/2025	Bill Payment (Check)	23655	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Ty Walker						
01/08/2025	Bill Payment (Check)	23656	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
01/15/2025	Bill	January Stipend	Yes	Planning Commission January Stipend	10-11-2105 Accounts Payable	50.00
01/15/2025	Bill Payment (Check)	23686	Yes		10-11-1110 Bank of Utah - New 12/14	-50.00
Utah Retirement Systems						
01/04/2025	Expense		Yes		10-11-1110 Bank of Utah - New 12/14	-748.58
01/18/2025	Expense		Yes		10-11-1110 Bank of Utah - New 12/14	-678.59
Utah State Tax Commission						
01/31/2025	Expense		Yes		10-11-1110 Bank of Utah - New	-
						1,935.18

HONEYVILLE CITY

Transaction List by Vendor

January 2025

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					12/14	
Willie Auto Parts and Supply						
01/30/2025	Bill	427144	Yes	Red Tractor - Gorilla Glue, Turn Signal Flasher, Terminal Grotes, Lighter Receptacle, Rod & Electric Tape	10-11-2105 Accounts Payable	109.49
01/30/2025	Bill	427802	Yes	Snow Plow Parts - Headlight, Sea Foam, Fuel System Cleaner, Tire Gage	10-11-2105 Accounts Payable	112.93
01/30/2025	Bill	Fin. Charge	Yes	Finance Charge	10-11-2105 Accounts Payable	7.71
01/30/2025	Bill Payment (Check)	23697	Yes		10-11-1110 Bank of Utah - New 12/14	-230.13

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
10-11-1110 Bank of Utah - New 12/14					
01/02/2025	Deposit		R	688.01	
		HON-2501 - Carport - Clair Anderson		170.79	
				-80.22	
				-357.00	
				-80.00	
01/04/2025	Deposit		R	510.00	
				-80.00	
				-40.00	
				-40.00	
				-40.00	
				-55.00	
				-40.00	
				-40.00	
				-75.00	
				-60.00	
				-40.00	
01/04/2025	Deposit		R	700.00	
				-40.00	
				-40.00	
				-60.00	
				-40.00	
				-40.00	
				-50.00	
				-100.00	
				-40.00	
				-50.00	
				-40.00	
				-200.00	
01/06/2025	Deposit		R	702.25	
				-40.00	
				-100.25	
				-40.00	
				-100.00	
				-40.00	
				-60.00	
				-40.00	
				-40.00	
				-50.00	
				-40.00	
				-92.00	
				-60.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
01/06/2025	Deposit		R	1,221.79	
				-160.00	
				-160.00	
				-160.00	
				-160.00	
				-266.79	
				-50.00	
				-95.00	
				-40.00	
				-40.00	
				-50.00	
				-40.00	
01/06/2025	Deposit		R	760.00	
				60.00	
				20.00	
				600.00	
				-40.00	
				-40.00	
01/06/2025	Deposit		R	229.48	
				125.84	
				-8.36	
				-40.00	
				-72.00	
01/06/2025	Deposit		R	154.36	
				-5.64	
				-40.00	
				-40.00	
				-80.00	
01/08/2025	Deposit		R	626.00	
				-40.00	
				-80.00	
				-80.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-146.00	
				-40.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
01/08/2025	Deposit		R	440.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
01/08/2025	Deposit		R	27.00	
				20.00	
				7.00	
01/08/2025	Deposit	Deed Transfer	R	671.47	
				25.00	
				-20.43	
				-179.06	
				-245.44	
				-202.40	
				-40.00	
01/09/2025	Deposit		R	400.15	
				20.00	
				-13.65	
				-161.80	
				-40.00	
				-40.00	
				-72.00	
				-80.00	
01/12/2025	Deposit		R	660.00	
				-80.00	
				-40.00	
				-80.00	
				-40.00	
				-40.00	
				-80.00	
				-80.00	
				-40.00	
				-100.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				-40.00	
				-40.00	
01/12/2025	Deposit		R	914.00	
				-500.00	
				-40.00	
				-40.00	
				-60.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-34.00	
01/12/2025	Deposit		R	480.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
01/12/2025	Deposit		R	571.00	
				40.00	
				21.00	
				20.00	
				-40.00	
				-50.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-120.00	
				-40.00	
				-40.00	
				-40.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
01/13/2025	Deposit		R	310.71	
				9.29	
				-80.00	
				-240.00	
01/13/2025	Deposit		R	120.32	
				-4.68	
				-85.00	
				-40.00	
01/14/2025	Deposit		R	77.82	
				-2.18	
				-80.00	
01/14/2025	Deposit		R	1,523.00	
				-40.00	
				-40.00	
				-1,000.00	
				-123.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-80.00	
				-40.00	
01/14/2025	Deposit		R	639.73	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-50.00	
				-43.00	
				-40.00	
				-40.00	
				-40.00	
				-42.00	
				-224.73	
01/15/2025	Deposit		R	486.00	
				-40.00	
				-40.00	
				-40.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				-40.00	
				-120.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-6.00	
01/15/2025	Deposit		R	553.00	
				-40.00	
				-40.00	
				-80.00	
				-40.00	
				-40.00	
				-40.00	
				-73.00	
				-80.00	
				-40.00	
				-40.00	
				-40.00	
01/15/2025	Deposit		R	590.00	
				-40.00	
				-40.00	
				-140.00	
				-40.00	
				-50.00	
				-40.00	
				-40.00	
				-40.00	
				-80.00	
				-40.00	
01/15/2025	Deposit		R	522.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-43.00	
				-40.00	
				-50.00	
				-52.00	
				-100.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				-37.00	
				-40.00	
01/15/2025	Deposit		R	473.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-73.00	
01/15/2025	Deposit		R	161.00	
				20.00	
				7.00	
				14.00	
				-40.00	
				-40.00	
				-40.00	
01/15/2025	Deposit		R	29,616.63	
				-9,216.63	
				-14,400.00	
				-6,000.00	
01/15/2025	Deposit		R	655.51	
				300.00	
				25.00	
				125.84	
				-20.33	
				-225.00	
01/16/2025	Deposit		R	248.37	
				-9.63	
				-50.00	
				-40.00	
				-40.00	
				-128.00	
01/17/2025	Deposit		R	115.76	
				-4.24	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				-40.00	
				-40.00	
				-40.00	
01/18/2025	Deposit		R	1,129.00	
				-40.00	
				-40.00	
				-120.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-140.00	
				-83.00	
				-342.00	
				-124.00	
				-80.00	
01/18/2025	Deposit		R	482.00	
				-42.00	
				-40.00	
				-80.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
01/18/2025	Deposit		R	482.00	
				-50.00	
				-40.00	
				-40.00	
				-60.00	
				-40.00	
				-40.00	
				-45.00	
				-47.00	
				-40.00	
				-40.00	
				-40.00	
01/18/2025	Deposit		R	140.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				20.00	
				-40.00	
				-40.00	
				-40.00	
01/20/2025	Deposit		R	321.83	
				-80.00	
				-40.00	
				-40.00	
				-121.83	
				-40.00	
01/21/2025	Deposit		R	642.00	
				-40.00	
				-39.00	
				-60.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-73.00	
				-120.00	
				-110.00	
01/21/2025	Deposit		R	1,030.00	
				-480.00	
				-40.00	
				-190.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
01/21/2025	Deposit		R	375.00	
				20.00	
				20.00	
				30.00	
				-40.00	
				-75.00	
				-40.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				-40.00	
				-40.00	
				-70.00	
01/21/2025	Deposit		R	84.64	
				87.00	
				-2.36	
01/22/2025	Deposit		R	1,420.81	
				-121.00	
				-40.00	
				-172.01	
				-500.00	
				-40.00	
				-146.00	
				-80.00	
				-161.80	
				-80.00	
				-40.00	
				-40.00	
01/22/2025	Deposit		R	117.00	
				40.00	
				7.00	
				30.00	
				-40.00	
01/22/2025	Deposit		R	574.05	
				-21.75	
				-84.00	
				-80.00	
				-40.00	
				-161.80	
				-70.00	
				-40.00	
				-120.00	
01/23/2025	Deposit		R	160.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
01/23/2025	Deposit		R	572.94	
				-19.52	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				-120.00	
				-120.00	
				-120.00	
				-161.80	
				-70.66	
01/24/2025	Deposit		R	377.00	
				30.00	
				-40.00	
				-40.00	
				-62.00	
				-40.00	
				-40.00	
				-90.00	
				-35.00	
01/24/2025	Deposit		R	565.94	
				-20.86	
				20.00	
				25.00	
				-165.00	
				-135.00	
				-40.00	
				-161.80	
				-40.00	
01/25/2025	Deposit		R	533.00	
				-73.00	
				-40.00	
				-40.00	
				-100.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
01/25/2025	Deposit		R	491.82	
				-40.00	
				-40.00	
				-40.00	
				-40.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-50.00	
				-81.82	
01/27/2025	Deposit		R	1,195.00	
				-135.00	
				-40.00	
				-80.00	
				-600.00	
				-40.00	
				-80.00	
				-40.00	
				-40.00	
				-60.00	
				-40.00	
				-40.00	
01/27/2025	Deposit		R	432.00	
				42.00	
				7.00	
				7.00	
				-40.00	
				-40.00	
				-60.00	
				-40.00	
				-16.00	
				-40.00	
				-40.00	
				-100.00	
01/27/2025	Deposit		R	161.04	
				-161.04	
01/27/2025	Deposit		R	586.98	
				20.00	
				-20.02	
				-100.00	
				-297.00	
				-40.00	
				-80.00	
				-70.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
01/28/2025	Deposit		R	1,524.00	
				7.00	
				-80.00	
				-40.00	
				-40.00	
				-80.00	
				-1,117.00	
				-80.00	
				-80.00	
01/30/2025	Deposit		R	808.96	
				-402.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-86.96	
				-40.00	
01/30/2025	Deposit		R	80.00	
				-40.00	
				-40.00	
01/30/2025	Deposit		R	160.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
01/30/2025	Deposit		R	37.48	
				20.00	
				19.00	
				-1.52	
01/30/2025	Deposit		R	164.95	
				-6.14	
				-171.09	
01/30/2025	Deposit		R	120.00	
				-40.00	
				-40.00	
				-40.00	

HONEYVILLE CITY

Deposit Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	CLR	AMOUNT	VENDOR
01/30/2025	Deposit		R	183.00	
				-40.00	
				-113.00	
				-30.00	
01/30/2025	Deposit		R	178.35	
				25.00	
				6.65	
				-80.00	
				-80.00	
01/31/2025	Deposit		R	323.00	
				-40.00	
				-43.00	
				-40.00	
				-40.00	
				-40.00	
				-40.00	
				-80.00	
01/31/2025	Deposit	Interest Earned	R	559.14	
				559.14	
01/31/2025	Deposit	Reconcile Adjustment	R	5.68	
				-5.68	