

**The Minutes of
Honeyville City Council
August 9, 2023 Regular Meeting**

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

Present were Mayor Bruce Nelson, Councilmembers David Hougaard, Trevor Gardner and Dale Millsap. Councilmember Kory Wilde arrived at 8:48 p.m. Councilmember Ryan Adams was not present.

Approximately 6 members of the public were present.

Employees present were:

- Brittany Chlarson, Clerk/Recorder
- Wendy Lindauer, Deputy Clerk
- Codey Illum, Planning and Zoning Administrator
- Zach Nielsen, Public Works
- Blair Perry, Treasurer

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

Conflict of Interest: None Noted

Public Comment Period: No comments were made.

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

A. Zoning Admin Report: Hammons Subdivision Request: Mark Hammons wants to subdivide his lot, but that he does not have the frontage. Codey has been involved in discussions with Mark, his attorney and the city's attorney Amy Hugie.

Tolman Subdivision: Cody Tolman has submitted a concept & prelim application for a small subdivision.

Strange Subdivision: The Strange's are looking to subdivide again. Codey asked Brittany to look up their previous application.

City Lot Line Adjustment: Dana has been working on lot line adjustment for the city owned home.

ADU Ordinance: The Planning Commission has been working on an ADU ordinance. They are looking to hold a public hearing in September.

- B. **Planning Commission Report:** The council requested that they receive the redlined version of the ADU ordinance they are working on.

City Administration – Mayor Bruce Nelson

Discussion Items:

- A. **Compliance for Ordinances:** The City has been noticing individuals of their violations to city code with a certified letter. They were given 30 days to respond. The city has accepted clean-up schedules from individuals. Those who have not responded have been sent on to the prosecuting attorney.
Mayor Nelson will be reaching out to Blair Wardle to help update the ordinance regarding living in RV's.
- B. **Rainstorm:** **Mayor Nelson** would like residents to submit photos of how they were affected by the recent 100-year rainstorm. The city would like to keep this information for historical purposes. Brittney will post this request on the website.
- C. **General Plan:** Mike Hansen will be attending Planning Commission this month to present the general plan. Dana & Amy will need to review this plan.
- D. **Water Master Plan:** Dana, the city engineer, has started working on the water master plan. The Mayor is hoping this will be completed by the end of the year.
 - **County Water Master Plan:** The Mayor attended a county meeting. There are two senate bills that will affect the water master plan. The region needs to come up with a water master plan by 2025.
- E. **Water Conservation Plan:** **Mayor Nelson** is going to speak with the Bear River Water Conservancy District and use their plan as a template. The council will need to adopt the plan by December 2023.
- F. **Create Floodplain Ordinance:** The state contacted the Mayor and will be meeting with him and Dana to review the current ordinance and look at what needs to be updated. FEMA has determined where Honeyville City's floodplains are. If someone wants to build in a floodplain, they need to comply with the city's ordinance specific to floodplains. Currently the city does not have a good floodplain ordinance. The council had discussion on what has to go into a floodplain ordinance.
- G. **Highway 38 Waterline Update:** Mayor Nelson and Zach inspected the waterline with Dana and Newman's. They found two things that Newman's need to fix. One area the water was too low and another issue was a culvert that was filled with dirt from the rainstorm. Newman's will be addressing these issues. The Mayor also received a complaint from a citizen from the waterline installation, he forwarded that to Dana to see if this is something Newman's can fix.
- H. **City Owned House:** The Mayor and Dave felt that the city should create an access road from Highway 38 to the property behind city hall. The city will need to create a lot line adjustment for the city owned home. The council would like the lot to meet the minimum of .5 acres and make the access road as big as possible.
- I. **Reconcile Bank Statement – David Hougaard**

ACTION ITEMS:

- A. Award Bid for City Hall Remodel:** 3 bids were submitted. The Mayor contacted the city attorney regarding accepting the bid. Honeyville's code states that the city must accept the low bid. The low bid that was submitted was by Wasatch West.

DALE MILLSAP motioned to accept Wasatch West's bid to remodel city hall. DAVID HOUGAARD seconded the motion. MOTION CARRIED with David Hougaard for, Trevor Gardner for and Dale Millsap for.

It was clarified that this bid does not include separating out utilities.

B. Fire District:

- **Equipment Agreement – Resolution 2023-4:**

DALE MILLSAP motioned to adopt Resolution 2023-4 entering into an Equipment Agreement with Central Box Elder Fire District. TREVOR GARDNER seconded the motion. MOTION CARRIED with David Hougaard for, Trevor Gardner for and Dale Millsap for.

- **Building Lease Agreement:** Mayor Nelson stated that the Fire District is currently paying \$1800/month for the building and 90% of the utilities. The Fire District feels that the city uses more electricity than they do and that the Fire District uses more gas than the city does. They would like the city to come up with a different figure than 90% of the utilities. **David H** asked if the city bills the Fire District for water use. It was clarified that they do not.

- C. Smaller Backhoe for Cemeteries:** It was mentioned that the cemeteries would benefit from a smaller piece of equipment that wouldn't tear up the ground as much as the backhoe. **David H** felt that a mini-excavator would be a good option that could be used for other projects as well.
- D. Mayor Stipend:** Currently the Mayor is doing two jobs. He acts as the Mayor and as the City Manager. He spoke with Amy, the city attorney, about creating an ordinance and it was suggested that they create an ordinance that has a compensation amount for a Mayor that acts as Mayor & City Manager and then another amount for a Mayor who only does the mayoral duties. **Blair P** clarified that a stipend is different than a taxable salary. There was further discussion about the number of hours the Mayor is putting in and the best way to compensate him for his time. **Dale M** suggested that the city adopt all of the changes to stipends by ordinance at the same time. **Codey I** felt that if the city hires a city administrator then that individual should also take over the role of zoning administrator.

E. Check & Deposit Details – 07/01/23 – 07/31/23:

David H asked for clarification on a bill paid to Golden Spike Automation. Brittney & Blair clarified that it has to do with the SCADA system. This is how the city regulates and monitors the water system.

DALE MILLSAP motioned to approve the Check & Deposit Details of 07/01/23 – 07/31/23 as presented. TREVOR GARDNER seconded the motion. MOTION CARRIED with David Hougaard for, Trevor Gardner for and Dale Millsap for.

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

- A. **Equipment:** Dave has been evaluating the city owned equipment. Currently the city has a 2010 Dodge, 1996 Ford 1 ton, a wrecked mini truck and two lawn mowers that are both currently being repaired, a backhoe, street sweeper and snowplow. Currently the city does not have an equipment replacement schedule. Dave suggested that the city budget for a new mower, truck and possibly a new vehicle to remove snow. He also felt that the city would benefit from a mini-ex for the cemeteries.

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

- A. **Sprinkler Maintenance Schedule:** Trevor set up a maintenance schedule with Desert Rain.

General Community Events/Planning Commission – Councilmember Kory Wilde:

- A. **Youth Rodeo:** Kory reported that the rodeo was well attended and everything went well.

Water Systems & Drainage – Councilmember Ryan Adams:

Ryan was not present to report at this meeting.

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

- A. **Streets & Roads:** Dale reported that it was a hard winter and there are a lot of areas where critters are digging under the road. The county will be chip sealing some roads when their schedule permits. There was further discussion that the city needs a road master plan. The Mayor asked that the Public Works employees dump some dirt along 3600 W. where the critters are digging under the road.
- B. **Mosquito Abatement:** They sprayed for the Honeyville 5K. They are also willing to spray for private events. They just need a 10-day notice.

ACTIONS FROM AUGUST 9, 2023:

1. **Dave** – Recommendation for Mini-Ex
2. **Dave** – Contact Brittany at BRAG for grant money
3. **Bruce** – Talk to Amy about Mayor Stipend & General Plan
4. **Bruce** – Talk to Blair Wardle regarding RV Ordinance

DALE MILLSAP motioned to enter into a closed meeting regarding pending litigation at 8:59 p.m. DAVID HOUGAARD seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

Entered into Closed Meeting at 9:01 p.m.

Reentered Regular Meeting at 9:17 p.m.

DAVID HOUGAARD motioned to adjourn at 9:18 p.m. DALE MILLSAP seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

Meeting Adjourned at 9:18 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: 9/13/23



Brittiny Chlarson
Brittiny Chlarson – Clerk/Recorder

Bruce Nelson
Bruce Nelson - Mayor