

HONEYVILLE CITY COUNCIL MEETING NOTICE & AGENDA

Notice is hereby given that the **Regular Meeting** of the **Honeyville City Council** will be held on **Wednesday November 9, 2022 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 Boyd Bingham**
Invocation & Pledge of Allegiance – Dale Millsap
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 **Planning Commission Report – Kenny Funk**
A. CUP – Jake Tolman Recommendation
B. Accessory Setback Recommendation
- 7:25 – 7:40 **City Administration – Mayor Boyd Bingham**
Discussion Items:
A. David Forsgren
B. A-5A/P-Zone
C. Use of Professionals by City Staff
D. Rental Home
E. Zoning Administrator
F. Text Amendment Fee/Fee Schedule Update
G. Other Business
H. Reconcile Bank Statement – Kory Wilde
- Action Items:**
A. CUP Application – Jake Tolman
B. Master Metering
C. Employee Handbook
D. City Hall Remodel
E. Recommendation of Award for Hwy 38 Water Line, 6000 N. – 6300 N.
F. City Council Work Meeting Minutes – 09/28/22
G. City Council Regular Meeting Minutes – 10/12/22
H. Check & Deposit Details – 10/01/22-10/31/22
- 7:40 – 7:50 **Public Health & Safety / Buildings & Equipment – Councilmember David Hougaard:**
- 7:50 – 8:00 **Parks & Cemeteries/Youth City Council– Councilmember Trevor Gardner**
- 8:00 – 8:10 **General Community Events / Planning Commission – Councilmember Kory Wilde**
- 8:10 – 8:20 **Water Systems & Drainage – Councilmember Bruce Nelson**
A. Grant for Drain Water on 3600
- 8:30 – 8:40 **Streets & Roads / Mosquito Abatement / City Communications**
– Councilmember Dale Millsap
A. Mosquito Abatement: Truth in Taxation – Proposed Tax Increase

CLOSED MEETING
Adjournment

**HONEYVILLE, UT
PLANNING DEPARTMENT
APPLICATION**

☐ Subdivision ☐ Conditional Use ☐ Zoning Map/Ordinance Amendment ☐ Lot Line Adjustment ☐ Other

* For office use only *		
Application No.:	Filing Fee:	Date Filed:
Received By:	Zoning:	

1. Applicant Name: JAKE TOLMAN
Mailing Address: P.O. Box 340 7033 N 2550W
Phone #: 435-230-5578 Interest in Property (e.g. owner, lessee or agent) _____
2. First Party (Owner): _____
Mailing Address: _____
Phone #: _____ Assessor's Parcel # _____ - _____ - _____, Acres: _____
3. Second Party (Owner): CUP - FOR ACCESSORY BUILDING
Mailing Address: _____
Phone #: _____ Assessor's Parcel # _____ - _____ - _____, Acres: _____
4. Engineer/Land Surveyor: Dwelling, Single - Family with Accessory
Mailing Address: GUEST HOUSE
Phone #: _____
5. Site Address/General Location of Property(ies): _____
6. Purpose/objective, Including the Amount of Land to be included in Application: _____

7. Minimum Information Required to File Application (application will not be accepted without all of the following:)

- * Filing Fee (Refer to Ordinance for various Fees) \$ _____
- * Five (5) copies of Plat map or written details (whichever is applicable)
- * One (1) copy 11" x 17" reduction of Plat Map (if applicable)
- * Three (3) copies of Assessor's Parcel map, with subject property(ies) outlined in red.

The Planning Commission normally meets on the fourth Wednesday of each month. Applicants will be notified of changes in meetings and meeting times. The Planning Staff will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed. The Planning Commission will not review any submittal that was made less than 10 business days (2nd Wednesday of each month) prior to the scheduled meeting. Submittals are placed on a tentative agenda until necessary staff reviews have been completed.

I affirm that I have read and understand this application and that all representations made and material submitted with this application are true and correct to the best of my knowledge. The signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting data.

Applicants Signature:  Date: 10/26/22

Box Elder County Building Permit Application

For Inspections call 435-734-2634

RECEIVED
05/27/22
22287

Date of Application 5/24/22	Date Work Begins	Receipt No.	Date Issued 7-8-22	Permit No. HON2213
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Application:

Reason for Application Garage/ADU	
Building Address 7033 N 2550 W Honeyville, UT	
Assessor's Parcel No. 04-019-0100	Lot# and Subdivision
Total Property Acreage:	Total Building Site Area Used
Business Name (if applicable)	
Owner of Property Jake Tolman	Phone 435-230-
Mailing Address PO BOX 340	City Honeyville Zip Code 84314
Email: jakebtolman@gmail.com	
Architect/Engineer: Lakman home desingns	Phone 801-205-0382
General Contractor SELF	Phone
Business Address	City Zip Code
Email:	State License No.
Electrical Contractor SELF	Phone
Business Address	City Zip Code
Email:	State License No.
Mechanical Contractor SELF	Phone
Email:	State License No.

Codes

Total Valuation 200,000
Sq. Ft. Of Main 260
Finish Upper
Rough Basement
Carport Sq. Feet
Orange Sq. Feet 140
No. of Buildings
R. Value
No. of Dwellings
Walls
Roof
Type of Construction Block Brick Brick Var. Concrete Frame

Building Fee Schedule

Building Fees	1727	00
Plan Check Fees	863	70
Water Connection Fee		
Sewer Connection Fee		
Storm Sewer Impact Fee		
Water Impact Fee		
Sewer Impact Fee		
Park Impact Fee		
Fire Impact Fee		
Police Impact Fee		
Garbage Cans		
State Fee	17	27
City Fee	172	70
Deposit	500	00
Sub Total		

Storm Drain Site Fee

Total: 3,280.47

Comments: Follow IRL + Engineering

PAID
7-8-22
#328047

This application does not become a permit until signed below

Fire Marshal Approval:

Fire Sprinkler:

Yes No

Hydrant GPM

Plan Check Ok by:

Signature of Approval

6-23-22

6-23-22

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction and that I make this statement under penalty of perjury.

Signature of Contractor or Authorized Agent Date:

Signature of Owner (if Owner)

Jake Tolman

Date:

4/26/22

24 hour notice is required on ALL inspections

For Office Use Only:

Time	Zone	Zone Approved by:
Disapproved	Date 6-20-2022	Sub-Check By:

Minimum Setbacks in Feet

Front	Side	Side	Rear
35	15'	15'	5'

Comments:

Jake Tolan Apartment



Box Elder County Webmap
October 19, 2022



Box Elder County



Mile Markers

Freeway Exits



MEMORANDUM

To: Honeyville City

From: Dana Q. Shuler, P.E.
City Engineer's Office
Jones & Associates Consulting Engineers

RE: Master Metering (DDW Minimum Sizing Requirement)

Date: September 14, 2022

BACKGROUND

Until a recent rule change, nearly all water systems used the recommended minimum water system sizing parameters provided by the Division of Drinking Water (DDW). A few communities used higher requirements when determined that their community's demand water was greater.

The DDW's recommended minimum water system sizing parameters are:

	Indoor Use (per connection)	Outdoor Use (Zone 4)
Peak Day Source Demand	800 gpd (0.556 gpm)	3.96 gpm/irrigated acre (5700 gpd/irrigated acre)
Average Annual Demand	146,000 gpd (0.448 ac-ft)	1.87 ac-ft/irrigated acre

LEGISLATION/ADMINISTRATIVE RULE

In 2017, the Utah Legislature passed a bill that requires all water systems to develop system-specific sizing requirements. Deadlines for completing this task were set based on the size of the community. For Honeyville,

"A community water system serving a population of between 500 and no more than 3,300 shall provide the information necessary to establish system-specific standards described in this Subsection (2) by no later than March 1, 2023."¹

You must submit annual data to the DDW, and they will calculate your system's requirements, or you may conduct your own engineering study (recommended).

CORRECTION ACTION AGREEMENT

Many systems, both large and small, did not have the source meters in place at the time of this rule's passage; therefore, meeting the short deadlines was impossible. Communities must budget for and

¹ Utah Code 19-4-114(2)(c); as of August 2022

then design and install these meters, a process which can take several years. Collecting and reporting of data follows that.

The DDW has acknowledged this hurdle and has offered to allow communities enter into Corrective Action Agreements. With a commitment from the community to work towards meeting the goals, these agreements provide a delay in the assessment of IPS points, essentially, an extension of the deadlines.

METERING OPTIONS

There are basically three (3) types of meter installation types: 1) insert-a-meter, 2) cut-in meter, and 3) clamp-on meter. All installation types will require a manhole for access to the meter and a connection to the SCADA system. The following table compares the types of installations:

	Insert-a-Meter	Cut-in Meter	Clamp-on Meter
Example Meter (All distributed by Badger Meter)	SDI Series Flow Sensor	ModMAG Electromagnetic (M2000)	Dynasonics Ultrasonic (TFX-5000)
General	Faster, cheaper installation Low accuracy	More expensive installation Higher accuracy at lower velocities Most prevalently chosen measurement type	Reduced installation time and cost Meter more expense than cut-in Non-contact measurement
Installation (at North Well)	Inserted directly into existing 10" pipe with 2" tap	Cut into existing pipe with recommended reduction in pipe size to 8" to provide more accurate readings during low flows	Clamped on to existing 10" pipe
Measurement Method	Impeller	Magnetic (no moving parts)	Ultrasonic (no moving parts)
Operating Range and Accuracy	122 gpm min. (10" pipe) 0.5-20 ft/sec ±1.0% accuracy	15 gpm min. (8" pipe) 0.10-39.4 ft/sec ±0.2% accuracy	Minimum not provided up to 40 ft/sec ±0.5% accuracy
Flow Direction	Bi-directional	Bi-directional	Bi-directional
Straight Run Requirements	10 diameters upstream and 5 diameters downstream (10 diameters both sides for bi-directional flow)	3 diameters upstream and 2 diameters downstream (3 diameters both sides for bi-directional flow)	10 diameters upstream and 5 diameters downstream (10 diameters both sides for bi-directional flow)

INSTALLATION LOCATIONS

In order to correctly collect the required data, master meters must be placed in strategic locations within the water system. The location should be downstream of any source and storage reservoir, but upstream of any service connection. In Honeyville, two (2) meters need to be placed:

1. North well site – on the 10-inch line downstream of the reservoir
2. South well site – on the 14-inch line downstream of the reservoir and prior to any splits

COMPARE AND CONTRAST

The insert-a-meter is a quick and cheap option; however, the data collected from this type of installation is far less accurate than the cut-in or clamp-on meter type. Impellers meters have a limited life span.

Without experience using the clamp-on style meter, further investigation is needed as to whether this is a long-term solution. Further investigation is also needed to determine the low flow range. It was unclear from the information available as to the accuracy at low flows. With the reduced installation cost, this type of meter may prove feasible depending on life span and low flow accuracy.

The cut-in meter requires more invasive installation, but this installation is permanent. We can minimize the installation by installing a size-on-size meter (10" meter on 10" water line) in lieu of downsizing a pipe size to register more accurate readings. Mag meters are generally dependable with a good life span.

RECOMMENDATION

Since we will be utilizing the data collected from these meters to set the City's minimum sizing requirements, it is imperative that data collected is accurate and repeatable. If the ultimate sizing parameters set for the City's water system are too low, we risk overcommitting on service without being able to provide enough actual water.

Overall, if it is found that the clamp-on type meter is a long-term solution with high accuracy at low flows, then I would recommend the clamp-on type meter. For the most accurate data and long-term installation, I recommend the cut-in mag meter.

DIVISION OF DRINKING WATER CONTACTS

New water use data reporting and minimum sizing requirements:

Michael Newberry (mnewberry@utah.gov), (385) 515-1464

Financial assistance that may be available for compliance with the new water use data collection and reporting requirements:

Michael Grange (mgrange@utah.gov), (801) 536-0069

Attachments: concept cost estimates

System Master Meters

Concept Cost Estimate - 3 Options

September 2022



Item	Description	Qty	Unit	Unit Price	Total
INSERT-A-METER					
Professional Services					
1	Engineering	1	LS	\$ 8,000.00	\$ 8,000.00
2	Surveying	1	LS	1,500.00	1,500.00
3	SCADA Programming Modifications (by others)				-
Construction					
4	North meter vault and installation (with 5' dia. manhole)	1	LS	\$ 23,000.00	\$ 23,000.00
5	South meter vault and installation (with 6' dia. manhole)	1	LS	18,000.00	18,000.00
6	North meter (10")	1	EA	3,700.00	3,700.00
7	South meter (14")	1	EA	3,700.00	3,700.00
8	Electrical modifications (both locations)	1	LS	3,000.00	3,000.00
				SUBTOTAL =	\$ 60,900.00
				15%± Construction Contingency =	\$ 7,800.00
				INSERT-A-METER TOTAL =	\$ 68,700.00

CUT-IN METER

Professional Services

1	Engineering	1	LS	\$ 8,000.00	\$ 8,000.00
2	Surveying	1	LS	1,500.00	1,500.00
3	SCADA Programming Modifications (by others)				-

Construction

4	North meter vault and installation (with 6'x6' vault)	1	LS	\$ 50,000.00	\$ 50,000.00
5	South meter vault and installation (with 6'x6' vault)	1	LS	60,000.00	60,000.00
6	North meter (8")	1	EA	4,300.00	4,300.00
7	South meter (12")	1	EA	6,700.00	6,700.00
8	Electrical modifications (both locations)	1	LS	3,000.00	3,000.00

				SUBTOTAL =	\$ 133,500.00
				15%± Construction Contingency =	\$ 18,600.00
				CUT-IN METER TOTAL =	\$ 152,100.00

Item	Description	Qty	Unit	Unit Price	Total
CLAMP-ON METER					
Professional Services					
1	Engineering	1	LS	\$ 8,000.00	\$ 8,000.00
2	Surveying	1	LS	1,500.00	1,500.00
3	SCADA Programming Modifications (by others)				-
Construction					
4	North meter vault and installation (with 5' dia. manhole)	1	LS	\$ 23,000.00	\$ 23,000.00
5	South meter vault and installation (with 6' dia. manhole)	1	LS	18,000.00	18,000.00
6	North meter (10")	1	EA	6,700.00	6,700.00
7	South meter (14")	1	EA	6,900.00	6,900.00
8	Electrical modifications (both locations)	1	LS	3,000.00	3,000.00
				SUBTOTAL =	\$ 67,100.00
				15%± Construction Contingency =	\$ 8,700.00
				CLAMP-ON METER TOTAL =	\$75,800.00

POLICY ~~2015-01~~ ???????

HONEYVILLE CITY
PERSONNEL POLICIES AND PROCEDURES

ADOPTED BY CITY COUNCIL

~~August 12, 2015~~
November 9, 2022

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I. INTRODUCTION

1.1 Overview

This policies and procedures manual has been prepared as a general reference guide so that employees may better understand the privileges and responsibilities of being an employee of Honeyville City (herein "The City") and answer questions concerning the City and its employment policies. It is the responsibility of each employee to read and understand this manual. A copy is to be kept by each employee for reference. Upon leaving employment, the policy copy is to be returned to the City. From time to time as determined by the City Council, employees may receive updated information and policy changes. Questions regarding the policies and procedures herein are to be directed to the Mayor and City Council.

1.2 Disclaimer

- 1.2.1 This manual is designed for general information purposes only. It is not intended to create a contract or contractual rights, either implied or expressed, or to constitute a contract of employment between the City and any of its employees.
- 1.2.2 Employees of the City are responsible to read this manual, understand and familiarize themselves with its content and comply with the policies contained herein. Each employee will receive a copy of this manual to be returned to the City upon leaving employment.
- 1.2.3 No policies or procedures manual can anticipate every circumstance or question that may arise in the course of employment. Changing conditions may cause the City to modify one or more of the policies or procedures contained in this manual from time to time. The City reserves the right to revise, supplement or rescind any policies or procedures or any portion of the manual as it deems appropriate, in its sole and absolute discretion. When such a change is made, employees will be notified about the modified policy and provided a copy for inclusion with their copy of the policy.
- 1.2.4 Only the City Council has the authority to change the City's policies outlined herein, and any policy change must be approved by the City Council in writing. The copy of the manual that is kept in the office of the City is the official Personnel Policies and Procedures Manual for the City. It will take precedence over any outdated version of the manual should a conflict between the two occur. Any employee of the City who represents that City policy is different from that set forth in the official Personnel Policies and Procedures Manual is without authority to do so.
- 1.2.5 If any policy or procedure contained in this manual is determined to be contrary to law, the policy shall be modified so as to conform to the law.

1.3 At-Will Employment

- 1.3.1 **Purpose:** To clarify the City's policy regarding the at-will nature of the employment relationship between the City and its employees.
- 1.3.2 The City's employees are employed as employees-at-will, which means that no employee has any obligation to continue working for the City, and the City has no obligation to an employee for a fixed period of time or duration. Each employee is free to resign at any time, with or without cause, and with or without advance notice. The City similarly may terminate the employment relationship at any time, with or without cause, and with or without advance notice.
- 1.3.3 Nothing in this manual is intended or should be construed to create any expressed or implied promise or agreement by the City that any employee's employment with the City is for any specific duration or only may be terminated for good cause or after warnings have been given or progressive discipline has been imposed.
- 1.3.4 Any statement made and/or action taken by the City's officers, City Council members and/or Mayor which is inconsistent with the City's policy of "At Will" employment is unauthorized and should not be construed to create any expressed or implied promise or agreement by the City that any employee's employment with the City is other than "At Will".

II. EMPLOYMENT SELECTION POLICIES

2.1 Policy of Equal Employment

- 2.1.1 **Dignity and Equality:** It is the City's policy to respect the rights of all individuals regardless of the individual's race, color, religion, gender, national origin, age or disability. The City expects its employees to respect the dignity and equality of all people.
- 2.1.2 **Equal Employment Opportunity:** The City is an equal opportunity employer. As such, the City will consider individuals for employment, placement, advancement, compensation and other aspects of employment on the basis of their qualifications and ability to perform the job and without regard to race, color, religion, gender, age, national origin or disability. Discrimination against any qualified person in connection with his or her hiring, placement, training, promotion, compensation, other conditions of employment, layoff, transfer, discipline, demotion, or termination, based upon the person's race, color, religion, gender, national origin, age or disability is prohibited.
- 2.1.3 **Qualifications:** A "qualified person" is a person who possesses the education, training, experience, skills, ability, moral character, integrity, disposition to work, reliability, adherence to reasonable rules and regulations and other job qualifications required by the City for the particular position in question.

- 2.1.4 **ADA:** The City adheres to the principals of the Americans with Disabilities Act ("ADA") and will provide accommodations to qualified individuals with disabilities in accordance with the requirements of the ADA. Applicants or employees requiring reasonable accommodations to perform the essential functions of their job shall submit a written request for accommodation to the Mayor. (See Appendix I) The City encourages individuals with disabilities to come forward and request accommodation.

2.2 ***Policy Prohibiting Harassment***

- 2.2.1 **Harassment Prohibited:** This policy outlines the City's policy against harassment. The City intends to provide a pleasant and professional work environment that is free from intimidation, hostility or other offensive conduct that might interfere with work performance. Employees are prohibited from engaging in any kind of harassment, including sexual harassment, racial harassment and any other types of harassment. Harassment in any form – verbal, physical or visual – will not be tolerated and any employee who engages in such activity will be subject to disciplinary action up to and including immediate termination from employment.
- 2.2.2 **Sexual Harassment Prohibited:** Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment includes, but is not limited to, the following:
- (a) Unwelcome or offensive sexual advances, flirtation, innuendoes or propositions;
 - (b) Unwelcome or offensive physical contact or conduct of a sexual nature including, without limitation, any unwelcome or inappropriate touching, hugging, patting, pinching or brushing against another's body;
 - (c) Sexually oriented, sexually explicit or sexually suggestive jokes, pranks, sounds, gestures or other verbal comments, including sexual, demeaning or degrading comments about an individual's body;
 - (d) Sexual or degrading words used to describe an individual or foul or obscene language; and/or
 - (e) The displaying in the work area of pornography or other sexually explicit or suggestive pictures, photographs, signs, jokes, cartoons, calendars, objects or materials.
- 2.2.2.1 No employee shall threaten or insinuate either explicitly or implicitly that an employee's refusal to submit to any sexual advance will adversely affect the employee's employment, evaluation, wages, advancements, assigned duties, assigned shifts or any other condition of

employment or opportunity for career advancement. No employee shall subject any other employee to any hostile work environment involving unwelcome or offensive sexual comments or conduct, as described above.

2.2.2.2 A dating or romantic relationship between an employee and the employee's supervisor is strictly prohibited.

2.2.3 **Racial Harassment Prohibited:** Racial harassment involves the use of derogatory or otherwise unwelcome or offensive racially-oriented jokes, comments, conduct or ethnic slurs or the display of derogatory or offensive racially-oriented signs, pictures or other materials. Racial harassment, in any form, is prohibited.

2.2.4 **Work Environment:** Other derogatory or offensive comments, conduct or display or use of materials involving religion, national origin, age, color or disability which creates an intimidating, hostile or offensive work environment is strictly prohibited.

2.3 Complaint Procedure

2.3.1 **Investigation:** It is the City's policy to promptly investigate all claims of discrimination and/or harassment, to maintain confidentiality in connection with its investigation of claims of discrimination and/or harassment to the extent possible, and to take appropriate action where an investigation confirms that discrimination and/or harassment has occurred.

2.3.2 **Employee's Responsibilities:** All employees are responsible for helping to assure that discrimination and harassment does not take place in the work place. An employee who believes that he or she has been discriminated against or harassed in the work place, or who has witnessed discrimination or harassment of another, should immediately report the matter to the Mayor or City Council (if the complaint is against the Mayor) in order that the matter may be investigated promptly and appropriate action taken. A written form is provided by the City for reporting an incident of discrimination or harassment.

2.3.3 **Disciplinary Action:** If the City investigation determines that an employee is guilty of discrimination or harassment of another employee, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

2.3.4 **Retaliation Prohibited:** Retaliation or reprisal against any employee who has made a good faith complaint of discrimination or harassment in the workplace, has filed a charge of discrimination or harassment with any state or federal agency, has testified in an investigative proceeding or hearing pertaining to a charge or complaint of discrimination or harassment or has engaged in any other protected activity, is prohibited. If any employee believes that he or she is being retaliated against for making a good faith complaint of discrimination or harassment, for assisting in an investigation of discrimination or harassment, or for otherwise engaging in a protected activity, the employee should

immediately report the retaliation to the Mayor or City Council. The matter will be investigated promptly and the appropriate action will be taken.

- 2.3.5 **Discipline for Bad Faith Complaint or Lying:** If, after investigation of any complaint of discrimination or harassment, the City determines that the complaint of discrimination or harassment was not made in good faith or that an employee has provided false information regarding the alleged discrimination or harassment, knowing such information to be false, appropriate disciplinary action may be taken against the employee who filed the complaint in bad faith or who gave false information during the investigation.

2.4 Policy for Recruitment and Selection Criteria

- 2.4.1 **Existing Employee Preference:** The City may consider filling vacant positions with qualified applicants from its existing work force. The selection of individuals to fill vacant positions shall be based upon specific job-related skills, abilities, character, general competence (past performance), ability to work and relate with co-workers and the ability to relate to the goals and objectives of the City in a cooperative and productive manner and will not be based upon seniority alone.
- 2.4.2 **Employment Application:** All applicants must complete an employment application on the form provided by the City and provide such other information as may be required by the City. The City relies upon the accuracy of information contained in employment applications as well as accuracy of other information provided throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in the employment application or in any other information provided may result in the City's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.
- 2.4.3 **Background Checks:** To ensure that applicants for employment with the City are well qualified and have a strong potential to be productive and successful, the City may conduct a background check of an applicant and make inquiries of the applicant's employment and personal references. Each applicant must consent to the release of information necessary for the City to conduct the described background check. An applicant will not be informed as to which reference(s) was contacted or what information the City received from the reference(s), unless otherwise required by law, regardless of whether the applicant was hired by the City.
- 2.4.4 **Medical Examination:** An offer of employment to an applicant may be contingent upon, among other things, satisfactory results of a pre-employment medical examination that may include alcohol and drug screening, conducted by an agency designated by the City and the determination by the City and its examining agency's physician that the applicant is capable of performing the responsibilities of the position to be offered.

- 2.4.5 **Nepotism**: The City may employ persons who are related. No employee can have supervisory authority over a relative. Relatives are defined as parent, sibling, spouse, child, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, or member of household. Persons related to the Mayor or City Council will not be hired as full-time employees of the City. An employee may not recommend a related employee for promotion or have direct responsibility for the related employee's employment.

2.5 Orientation

- 2.5.1 **Orientation Program**: During the first few days of employment, employees will receive important information regarding the performance requirements of their position, basic City policies, compensation, benefits and other information necessary to acquaint the employee with City employment and job requirements. All new employees will be required to complete and sign paperwork including a W-4 Form, I-9 Form, insurance forms and other such forms as required by the City or applicable law.

2.6 Employee Records and Personnel Files

- 2.6.1 **Custody of Records**: The Mayor will be the custodian of employee records. All employee records shall be confidential and classified and accessed only as provided by the Government Records Access and Management Act, Title 63G, Chapter two of the Utah Code, ("GRAMA").
- 2.6.2 **Review by the Employee**: Within a reasonable time after receipt by the Mayor of a written request from an employee to review their personnel file, the employee shall be permitted to review his or her file during regular business hours and may obtain a copy of any document in his or her personnel file.
- 2.6.3 **Copies**: The right to examine and copy documents in an employee's personnel file pursuant to this policy is subject to the GRAMA.
- 2.6.4 **Employees to Provide Notice of Changes**: It is important that the City's employee records are current and accurate. Employees are responsible to notify the Mayor of any changes in the employee's name, address, emergency contacts, phone number, dependent status, payroll deductions or any other change that may affect insurance, social security, income tax deductions, other benefits, work availability or notification of relatives in an emergency. Any change in an employee's position, rate of pay or employment status shall be documented by the Mayor in written form and placed in the employee's personnel file.

III. POLICIES FOR CLASSIFICATION AND COMPENSATION

3.1 Classification of Employment

3.1.1 **Employee Classification:** For the purpose of salary administration and eligibility for overtime payments and employment benefits, the City classifies its employees as follows:

(a) *Full-time Employee:* Full-time employees are exempt status employees or non-exempt employees who are regularly scheduled to work at least-3040 hours per week. These employees are eligible for full benefits including holiday pay, retirement programs, and paid time off from date of hire.

(b) *Part-time Employee:* Part-time employee are non-exempt employees who are generally scheduled to work thirty (30) hours per week or less on a regular basis. Part-time employees do not receive any benefits.

(c) Seasonal/Temporary Employee: Seasonal or Temporary employees include those employees whose work is of a defined scope and for a fixed duration. This includes seasonal public works employees

Non-Exempt Employees - Employees who are paid on an hourly basis or who do not work in a bona fide executive, professional or administrative position are not exempt and it is required these employees be paid overtime compensation at the rate of one and one half times their regular rate of pay for all hours worked beyond forty hours in a work week, in accordance with applicable federal wage and hour laws.

Exempt Employees – Employees who are exempt from overtime pay and reporting requirements of the Fair Labor Standards Act. Salaried employees who work in a bona fide executive, professional or administrative position are typically exempt.

3.2 ***Performance Review***

3.2.1 **Initial Evaluation Period:** All employees will undergo a six (6) month evaluation period commencing with the first day of employment. The evaluation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City will use this period to evaluate the employee's capabilities, work habits, attitude, quality of work, ability to get along with others and overall performance. During this period, the employee and the City will have the opportunity to decide whether the employee is right for the position and whether the position is right for the employee.

3.2.2 **Extension of Initial Evaluation Period:** Any absence, or other reason, may result in an extension of the initial evaluation period. If the City determines that the designated evaluation period does not allow sufficient time to thoroughly evaluate the employee's performance, the evaluation period may be extended for a specified time.

3.2.3 **Initial Evaluation:** At the end of the initial evaluation period, the Mayor will conduct a performance evaluation with the employee. If the employee's

performance does not meet the City's standards, the employee may be terminated at that time. If the employee's performance is satisfactory, continued "at-will" employment may be offered by the City to the employee. There may or may not be a wage or salary adjustment at the end of the initial evaluation period at the discretion of the Mayor. At all times, both before and after completion of the initial evaluation period, the employee's relationship with the City shall remain "at-will" and the City shall retain the right to terminate employment with the City at any time, with or without cause, and with or without advance notice.

3.2.4 **Regular Evaluations:** To ensure that employees perform their job to the best of their abilities, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvement when necessary. Consistent with this goal, the Mayor will evaluate employee performance on a regular, ongoing basis.

3.2.5 **Open Door Policy:** The City promotes an open-door policy to encourage an employee to discuss job related questions and concerns with the Mayor as necessary. If an employee is uncomfortable raising a particular issue with the Mayor, the issue may be taken to the City Council. The Mayor or the employee may request this involvement. The employee is responsible for arranging a convenient time to meet with the appropriate person. The employee must be prepared to present the issue clearly and completely in a constructive and timely manner and provide relevant documentation at the meeting. A decision of the Mayor may be appealed to the City Council. Involvement of the City Council and/or appeals concerning issue resolution shall be documented and placed in the employee's personnel file.

3.3 Salary and Wage Administration Programs

3.3.1 **Competitive Pay:** To attract and retain high quality employees, the City endeavors to pay salaries and wages that are competitive with those paid by other small, local, municipalities.

3.3.2 **Total Compensation:** An employee's total compensation from the City consists of salary or wages and various benefits that are offered including retirement plans as described in a later section of this manual.

3.3.3 Questions and inquiries regarding an employee's individual salary should be directed to the Mayor.

3.4 Work Hours and Attendance

3.4.1 **Work Week:** The City's work week begins on Sunday morning immediately after midnight and runs seven consecutive days, through midnight of the following Saturday, to insure adequate employee coverage. The regular work week for all full-time employees is forty hours. Work hours and appropriate breaks for employees who are not full-time, will be established by the Mayor.

Some employees may have regularly scheduled weekend and holiday work days.

- 3.4.2 **Attendance**: Regular attendance and punctuality are essential to performing quality work and providing quality service to customers. The City depends on its employees' regular attendance and punctuality.

Employees are expected to be in attendance at their work location and ready to work at the beginning of their assigned shift and are expected to continue working in their area until the end of the assigned shift except for authorized breaks.

- 3.4.3 **Absence or Tardiness**: If an employee is going to be late to work or absent from work because of sickness, injury or an emergency situation, the employee is required to notify the Mayor as soon as possible. Notification must be given as soon as possible thereafter. Failure to do so may result in disciplinary action.

- 3.4.4 **Excessive Absenteeism or Lateness**: Any unexcused tardiness or unauthorized absence may subject an employee to disciplinary action, up to and including immediate termination of employment. Any employee who is absent for three (3) consecutive work days without authorization or notification shall be deemed to have resigned.

3.5 Recording Work Hours

- 3.5.1 **Procedure**: It is the policy of the City to comply with applicable laws that require records to be maintained of the hours worked by every employee. To ensure that accurate records are kept of the actual hours worked (including overtime hours when applicable and leave accumulated) and that employees are paid in a timely manner, each employee is required to record his or her time worked and absences on the City's official time form. This form should be completed daily by each employee. At the end of the pay period, the form is signed by the employee and forwarded to the Mayor. After reviewing the form and resolving any discrepancies, the Mayor will sign the form and submit it for payroll processing. Employees are responsible for their own time recording and may not record any time for any other employee.

- 3.5.2 **Accuracy**: Each employee is expected to ensure that his or her actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of City policy and is grounds for disciplinary action including termination of employment.

3.6 Regular Pay Procedures

- 3.6.1 **Pay Days**: City employees are paid every two weeks. There are 26 pay periods per year and pay day is every other Friday. If a scheduled pay day falls on a City observed holiday, pay day will usually be the last regular working day preceding the holiday or as determined at the discretion of the Mayor.

- 3.6.2 **Status Changes:** All salary, wage and status changes shall become effective on the first day of the pay period following the change of salary, wage or status.
- 3.6.3 **Mandatory Deductions:** The law requires the City to make certain deductions from every employee's compensation. These include Federal Withholding Tax, State Withholding Tax; Social Security and Medicare (FICA) taxes, Utah Retirement Systems withholding and any amounts subject to garnishment.
- 3.6.4 **Statements:** The employee will be provided with a statement attached to the paycheck showing the amount earned (gross pay), deductions taken, amount of the check, vacation, holiday and sick leave taken and accruals of leave. Employees should retain the statements for their records. Employees are expected to report mistakes in the statements immediately to the Mayor. The Mayor will be able to answer questions regarding the pay statement, deductions and calculations.

3.7 Overtime Pay Procedures

- 3.7.1 **FLSA:** It is the policy of the City to comply with the Fair Labor Standards Act of 1938 ("FLSA"), as amended. The Mayor is responsible for ensuring the compliance of the City with the FLSA.
- 3.7.2 **Overtime and Non-Exempt Employees:** Employees classified as non-exempt will receive compensation for the approved overtime work as follows: Any time worked in excess of 40 hours in any one work week will be considered overtime. For the purpose of calculating overtime, the workweek normally begins at 12:00 a.m. on Sunday and ends at midnight of the following Saturday, unless designated otherwise because of varying shifts.
- 3.7.3 **Overtime to be Minimized:** The Mayor will organize workloads to minimize overtime by adjusting staffing or work schedules when necessary. However, from time to time the needs of the City make it necessary for employees to work more than they generally are scheduled to work. Employees are required to be available to work overtime hours as necessary as a condition of continued employment. When possible, flexible work hours within a given pay period will be authorized to facilitate the minimization of the overtime hours.
- 3.7.4 **Overtime must be Authorized:** All overtime worked must be specifically authorized in advance by the Mayor. No employees may authorize overtime for themselves. The only exception allowed is for a bona fide emergency situation when overtime is unavoidable and the Mayor cannot be contacted for approval. The Mayor is expected to attempt to provide reasonable notice to an employee when the need for overtime work arises. However, advance notice may not always be possible.
- 3.7.5 **Overtime Period:** As required by law, overtime compensation is based on actual hours worked and therefore, only hours actually worked in any one workweek will be used in calculating overtime. Time for which an employee is paid but for which no work is performed, such as paid holidays or absences covered by leave or other absences will not be counted as hours worked in calculating overtime.

- 3.7.6 **Rate of Pay:** Non-exempt, full-time employees will be paid at the rate of one and one-half times the regular rate of pay for the hours actually worked in excess of forty (40) hours during a workweek.
- 3.7.7 **Exempt Employees Ineligible:** Individuals in exempt classifications are paid a regular salary which is not based on the number of hours worked. Exempt employees who work in a bona fide executive, administrative or professional position are not entitled to overtime compensation under federal wage and hour laws and will not receive overtime pay.

3.8 Holiday Pay

- 3.8.1 **Rate:** If a regular hourly employee's shift falls on a recognized holiday or an employee with prior approval by the Mayor works on a recognized holiday even though the employee's shift does not fall on the holiday, a non-exempt employee will be paid the usual hourly rate for actual hours worked on the holiday and will be given the option of received compensatory time as provided in subsection 3.8.2 or of being paid for that time as holiday pay. (Example: an employee works on a holiday that he or she would normally have off with pay, the employee will either, at the employee's election, be paid double time for the time worked on the holiday or be paid straight time and also receive a compensatory day off.)
- 3.8.2 **Compensatory Time:** As an additional inducement for employees to work on holidays when called upon to do so, compensatory time will be offered to any employee (exempt or non-exempt) who is required to work on a holiday for the number of hours worked as provided in subsection 3.8.1.
- 3.8.3 **Accrual of Compensatory Time:** Compensatory time must be taken soon after it is accrued (preferably during the same week that it is earned). Any compensatory time not taken by the pay period following the pay period in which the compensatory time was earned will be lost.

IV. POLICIES FOR TIME OFF

4.1 Paid Time Off (PTO)

- 4.1.1 **Time Accrual:** The City grants annual PTO to its full-time employees. Part-time employees do not accrue PTO. PTO will not accrue during periods when an employee is on leave without pay. The amount of PTO to which an employee is entitled is dependent upon the employee's length of service as of the employee's anniversary date, up to the maximum hours in the following table:

Full-Time Employees

<u>Years of Service</u>	<u>Pay Period Accrual</u>	<u>Annual Accrual</u>
0 through 5 years	3 Hours	78 Hours
5 through 10 years	4 Hours	104 Hours
Over 10 years	5 Hours	130 Hours

- 4.1.2 **Use:** Full-time employees become eligible to take PTO as soon as the time is accrued. Employees will not be eligible to use paid vacation leave in advance of its actual pay period accrual. The timing of vacation leave will be determined by the Mayor with due regard to the employee's wishes and the needs of the City. All vacation time shall be approved by the Mayor. Employees will be required to use vacation time in at least one hour increments. Employees are encouraged to use their accrued vacation time within one year of its accrual. Accrued vacation time, up to one year's maximum benefit, may be carried forward into the next year.
- 4.1.3 **Reinstated or Rehired Employees:** Former employees rehired with reinstatement rights following military service or reinstatement from reduction in force status will assume the same eligibility for vacation that they had before their termination.
- 4.1.4 **Terminating Employees:** Employees who voluntarily terminate their employment with the City with at least two (2) weeks advance written notice, or who are terminated by the City without cause, will be paid for all unused PTO accrued at the time of termination. If two (2) weeks advance notice is not given by the employee prior to voluntary termination or if the employee is terminated for cause, the employee will not be compensated for any unused PTO.
- 4.1.5 **Holiday Within the PTO Period:** In the event an approved holiday observed by the City falls within scheduled PTO, that holiday will not be counted as PTO but, rather, will be taken as a paid holiday.
- 4.1.6 **Vacation Records:** The Treasurer will maintain complete and accurate PTO records for all employees.

4.2 Holidays

- 4.2.1 **Designated Paid Holidays:** Any days designated from time to time as observed holidays by the City shall be considered legal paid holidays for the City's regular permanent employees. The City Council may change designated paid holidays at any time in the City Council's sole discretion with or without amending this subsection. The following days are initially designated as paid holidays:

New Year's Day	January 1 st
Human Rights Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Pioneer Day	July 24 th

Labor Day	First Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	Friday after Thanksgiving Day
Christmas Day	December 25 th

NEED TO DISCUSS – Federal vs. State & Pioneer day, day after thanks giving *
Juneteenth

- 4.2.2 **Holiday on Weekend:** When an observed holiday falls on a Saturday, it will generally be observed on the preceding workday. When an observed holiday falls on a Sunday, it will generally be observed on the following workday.
- 4.2.3 **Employees required to work on Holidays:** Any regular employee who is required to work on any legal observed holiday as defined herein, will be allowed to take another day off with pay, generally during the same work week on a day approved by the Mayor as provided in Subsection 3.8.1.

V. POLICIES FOR LEAVE

5.1 *Military Leave*

- 5.1.1 **Guard and Reserves:** A full-time employee will be granted leave with differential pay to fulfill his or her annual active duty training, rifle competition or other duties in connection with reserve training and instruction requirements of the National Guard or the United States Armed Forces Reserves. A participating employee must submit appropriate written orders received from the armed forces unit to the Mayor as evidence of the employee's obligation to attend such training or other duties. The orders will be submitted with a leave request form (Appendix VII). Military leave with pay shall not exceed fifteen (15) days in any calendar year. All military leave taken shall be reported on City time sheets. An eligible employee shall also be granted time off without pay to perform weekend duty requirements.
- 5.1.2 **Active Service:** Employees who voluntarily enlist, are drafted into or called into active military service will be granted a military leave of absence for the period of the active duty. The employee shall give the Mayor advanced written notice of leaving for duty and his or her intent on returning to work.
- 5.1.3 **Statutory Requirements:** City employees must satisfy the applicable requirements of Title 38, Chapter 43 of the United States Code in order to take advantage of re-employment rights. These requirements include timely notification of the City and reporting for work following the end of the period of military service. The cumulative length of absence from work may not exceed the statutory maximum (presently five years). An employee's entitlement to statutory benefits terminates if the person is separated from military service due to a dishonorable or bad conduct discharge.

- 5.1.4 **Funeral Honors Duty:** As required by federal law, the City will grant an employee who is a member of the reserve armed forces an authorized leave of absence to allow the employee to perform funeral honors duty.
- 5.1.5 **Conflict with Applicable Law:** In the event there is any conflict between the City's personnel policies and procedures and applicable law of the United States Code regulations or Utah Code regarding military service as they are amended and replaced from time to time, applicable law shall control.

5.2 Unpaid Personal Leave

- 5.2.1 **Policy:** Since the City has fewer than fifty (50) employees, the Federal Family and Medical Leave Act of 1993 (FMLA) is not applicable to the City or its employees. The City nevertheless, provides limited opportunities for unpaid leave for situations that are not covered by other sections of Chapter V.
- 5.2.2 **Leave Approval:** Extended leaves of absence without pay may be granted by the Mayor for periods not to exceed six (6) months to employees because of illness, injury, educational purposes or other legitimate reasons. Such leave shall not be regarded as an acquired right by employees and shall be granted only when the City will not be adversely affected thereby.
- 5.2.3 **Request Required:** Any employee intending to take unpaid leave must submit a leave request to the Mayor as far in advance of the anticipated leave date as practicable. In an emergency, a member of the employee's immediate family may inform the Mayor to be followed by a written leave request.
- 5.2.4 **Medical Certification Required:** All leave requests based on a medical need must be accompanied by an appropriate certification from the attending physician, indicating the condition necessitating the leave and a projected date of return to work. Additional physician's statements are required at least once every thirty (30) days for the duration of the leave attesting to the employee's inability to work. The employee may also be required to provide the City access to the employee's medical records or to submit to an examination at any time by a physician designated by the City.
- 5.2.5 **Approval Discretionary:** Request for unpaid leave may be granted at the sole discretion of the City's Mayor.
- 5.2.6 **Additional Requirements Applicable to Maternity Leave:** Under normal conditions, maternity leave without pay will be granted to regular full-time employees. Pregnant employees are allowed to work as long as their health permits. All maternity leave granted will expire three (3) months following the date of delivery unless extended at the discretion of the Mayor and supported by a physician's certificate. A written statement from the attending physician indicating the anticipated delivery date will be required for proper departure and return-to-work dates to be arranged prior to the maternity leave.
- 5.2.7 **Medical Clearance:** At the time of reinstatement following an unpaid leave of absence due to an employee's health condition, the employee must present a medical clearance from the attending physician to the Mayor.

- 5.2.8 **Other Employment Prohibited**: An employee may not accept other employment while on unpaid leave of absence without first having obtained written consent of the Mayor. Otherwise, the City will consider the individual to have resigned from City employment effective as of the first day of leave taken by the employee.
- 5.2.9 **Termination of Leave**: A leave of absence without pay granted to an employee may be terminated prior to the expiration date thereof by the Mayor. Failure of an employee to report to work promptly at the expiration or termination of an unpaid leave of absence shall be just cause for final termination of employment.
- 5.2.10 **Exhaustion of PTO**: Prior to an employee being granted leave of absence without pay status PTO must be exhausted.
- 5.2.11 **Filling the Vacancy**: A position temporarily vacated by an employee on unpaid extended leave may be filled on a temporary or permanent basis. If a temporary replacement is hired and the employee on leave fails to return to work, the City may grant full-time status to the temporary employee or conduct an open recruitment for the position at the discretion of the Mayor.
- 5.2.12 **Benefits**: No benefits (PTO or retirement provided by the City, etc.) will accrue while an employee is on an approved unpaid leave of absence.
- 5.2.13 **Re-employment not guaranteed**: Unless applicable federal, state or local law requires, reinstatement cannot be guaranteed to an employee returning from unpaid leave lasting longer than ninety (90) days. However, the City endeavors to place employees returning from unpaid leave in former positions or positions comparable to status and pay, subject to budgetary restrictions, the City's need to fill vacancies, the availability of such positions and the ability of the City to find qualified replacements. Employees who desire to return to work after having been granted unpaid leave of absence shall apply for reinstatement prior to expiration of the leave of absence, in any event, no later than six (6) months from the date such leave was granted. Upon returning to work, the employee will be restored to his or her seniority and pay rate achieved prior to the leave of absence, unless the employee is employed at a new position or rate.

VI. EMPLOYEE BENEFITS

6.1 Utah Retirement System

- 6.1.1 **Utah Retirement System Participation**: The City is a member of the Utah Retirement System. Participation in the retirement plan is mandatory for qualified employees. ~~The employee pays 6% of the retirement contribution and the additional coverage~~ Coverage will be paid for by the City as required by the URS for its employees at current non-contributory system rates. Provisions of the retirement plans are governed by Utah State law.

- 6.1.2 **Eligibility:** Qualified personnel are regular full-time employees working an average of ~~thirty~~ **twenty** (~~30~~**20**) hours per week or more and receiving one other benefit from the City such as vacation pay, holiday pay and/or sick leave.
- 6.1.3 **401(k), 457 and IRA Plans:** Full-time employees may participate in programs offered by the Utah Retirement System including 401K and 457 plans and IRA plans. The City may participate with employees in these plans as determined by the City Council.
- 6.1.4 **Cash Outs:** Any cash out of vacation, sick leave or compensatory time paid on a year to year basis, during the fiscal year may be used as compensation for retirement (cash payments only).

6.2 Required Benefits

- 6.2.1 **Social Security:** City employees automatically participate in the federal Social Security program as required by law. Social Security benefits and rules change from time to time and are followed by the City. Information regarding benefits and withholding may be obtained by the employee calling the Social Security Administration office.
- 6.2.2 **Worker's Compensation:** Accidental job related injuries and occupational diseases arising during the course of employment with the City are covered by Worker's Compensation Insurance. The insurance coverage is subject to state and federal law. The City pays the full premium for this benefit. Information regarding coverage can be obtained by calling the City's Worker's Compensation Insurance carrier. The Mayor will provide information to employees regarding Worker's Compensation policies and procedures.
- **Accident Reports:** Employees are required to report all job related accidents or injuries immediately to the Mayor. The Mayor will determine if filing a claim with the Worker's Compensation Insurance carrier is necessary. An employee claiming to have suffered an accident or injury who fails to give notice as to the nature, extent, and location of the incident within 24 hours may have benefits denied or reduced.
 - **No Insurance Coverage:** Injuries, illness or diseases covered under Worker's Compensation Insurance are not covered by the employee's medical insurance provided by the City.
- 6.2.3 **Unemployment Insurance:** Employees of the City are covered by Unemployment Insurance based on state and federal law through the Utah Department of Workforce Services. Information regarding unemployment insurance may be obtained from the Utah Department of Workforce Services.

VII. MISCELLANEOUS EMPLOYEE POLICIES

7.1 Use of Phones

- 7.1.1 **Personal Calls:** The City understands that occasionally an employee may receive or need to make a personal call but personal calls are discouraged during work hours. Personal long distance calls are not allowed on City phones.
- 7.1.2 **Cellular Phones:** The City encourages the use of cellular phones in the event long distance calls are warranted. The City may provide a cellular phone for the employee's use for City business purposes. The City will pay for the basic cellular phone service. Employees will reimburse the City for any charges over the basic amount, i.e., excess minutes used, texting, messaging, internet or personal use. Under certain circumstances an employee may use their personal cellular phone for City purposes and may be reimbursed monthly as determined by the Mayor.

7.2 Email and Internet Use

- 7.2.1 **Basic Policy for Electronic Media:** A number of communication tools are available to assist employees in doing their jobs. These tools are to be used mainly for business purposes only. As with telephone calls, employees may occasionally receive personal emails or use the internet. Such use must be kept to a minimum and not interfere with the performance of work. It is expected that employees will demonstrate common sense and good judgment when using the internet and email.
- 7.2.2 **Confidentiality:** Email is not guaranteed to be private and/or confidential. All electronic communications are City property. Therefore, the City reserves the right to examine, monitor and regulate email messages, directories, files, as well as web sites visited by employees on the internet. The City is not responsible for material viewed or downloaded by users from the internet. Employees should not have the expectation of privacy in anything they create, store, send or receive on the City's computer systems.
- 7.2.3 **Prohibited Material:** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful or otherwise inappropriate or in violation of any City policy may not be viewed, displayed, downloaded, stored or otherwise used with City computers. Employees encountering or receiving such material must report the incident to the Mayor immediately.
- 7.2.4 **IT System Protection Policy:** Employees shall be subject to the City's IT System Protection Policy regarding the security of all electronic media, access to and protection of the City's computer systems and electronic files.

7.3 Travel Policy

- 7.3.1 **Authorization:** The City recognizes the need for its employees to travel at various times. The Mayor must authorize all employee travel for reimbursement from the City.

- 7.3.2 **Use of Personal Vehicle:** If an employee must utilize his/her personal vehicle for City business, the employee shall be reimbursed for mileage at the current IRS Mileage Standard Rate. While driving a personal vehicle, the employee must have an active auto insurance policy which shall be the primary policy covering any claim that may result from an accident.
- 7.3.3 **Conferences and Training:** Expenses known ahead of time, such as conference/training registration fees, hotel accommodations and airfare, must be requested and authorized in advance. Generally, these expenses will be paid by the City directly to the vendor. Additional expenses such as entertainment, snacks, phone calls, etc. incurred by the employee at a place of lodging shall be his/her responsibility. Travel related reimbursements for meals and/or other incidental expenses shall be reimbursed to the employee pursuant to Utah State Division of Finance Rule R25-7. Actual expenses may be reimbursed upon presentation of receipts.
- 7.3.4 **Expenses Reimbursed for Employee Only:** Any request for reimbursement or payment of travel expenses shall cover the expenses of the employee only. No expenses of an employee's family member or other person shall be paid by the City.
- 7.3.5 **Procedure:** The City provides a "Travel Reimbursement Voucher" form to be submitted by the employee for reimbursement of travel expenses. The completed form shall be signed by the employee and submitted to the City office. The form shall be approved and signed by the City Treasurer. A check will be issued to the employee for the total of authorized, reimbursable expenses for travel. Receipts for actual expenses to be reimbursed shall be submitted with the Travel Reimbursement Voucher Form.

VIII. EMPLOYEE CONDUCT

8.1 Professionalism

- 8.1.1 **Professional Organization:** The City is a professional organization whose employees are expected to adhere to high standards of public service that emphasize professionalism and courtesy. Employees are required to efficiently carry out the work assigned to them, to maintain good moral conduct and to do their part in maintaining good relationships with co-workers and the public.
- 8.1.2 **Dress:** Discretion in the style of dress is essential to the safe, efficient operation of the City. Administrative employees are therefore required to dress in appropriate business or work attire. Clothing must be neat, clean, modest and in good taste. Clothing that may constitute a safety hazard will not be permitted. Employees are expected to use good judgment in their choice of work clothes and shall dress appropriately to create a professional atmosphere in the City office and when representing the City at any function. Field Employees are expected to wear uniforms, if provided by the City, or dress appropriately for their work duties and safety.

- 8.1.3 **Work Areas:** Employees are required to keep their work environment clean and orderly. Before departing at the end of the work day, employees should secure all files and clear away work materials from desks, especially materials of a sensitive or confidential nature.
- 8.1.4 **Attendance:** The City expects all employees to assume diligent responsibility for their attendance and promptness. Please refer to the procedure to be used by employees when they are unable to work or may be late or absent as outlined in Section 5.1.7 of this policy. Failure to properly notify the Mayor will result in an unexcused absence. Additional guidelines and policy for attendance is included in Section 3.4.

8.2 Guidelines for Appropriate Conduct

- 8.2.1 **Responsibilities:** As an integral member of the City team, each employee is expected to accept certain responsibilities, adhere to acceptable principals of behavior and exhibit a high degree of personal integrity at all times. This involves sincere respect for the rights and feelings of others and also requires that the employee refrain from any behavior that could be harmful to the employee, co-workers and/or the City, or that may be unfavorably viewed by the public.
- 8.2.2 **No Smoking Policy:** Smoking is not permitted in the City office by employees or others. Smoking shall only be permitted during an employee's breaks or lunch periods. There shall be no smoking within twenty (20) feet of any entrance to the building. The City will maintain compliance with the Utah Indoor Clean Air Act.
- 8.2.3 **Workplace Violence Prevention:** All employees shall be treated with courtesy and respect at all times by management and by each other. Employees are expected to refrain from fighting, horseplay or other conduct that may be dangerous to others. Firearms, weapons and/or other dangerous or hazardous devices or substances are prohibited on City property without proper authorization. All threats of (or actual) violence, both direct and indirect, shall be reported as soon as possible to the Mayor and to —law enforcement, if necessary. This includes threats by an employee, as well as threats by customers, vendors, solicitors or other members of the public. When reporting a threat of violence, the employee must be as specific and detailed as possible. All suspicious individuals or activities must be reported as soon as possible to the Mayor. Employees are not to place themselves in peril. If there is a commotion or disturbance near your work area, do not try to intercede or see what is happening. Leave the area immediately. The City will investigate all reports of threats of (or actual) violence and suspicious individuals or activities promptly and thoroughly. The identity of the individual making a report shall be protected as much as is practical. In order to maintain work place safety and the integrity of its investigation, the City may suspend an employee(s), either with or without pay, during the investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in

violation of this policy shall be subject to prompt disciplinary action up to and including termination of employment. The City encourages employees to bring their disputes or differences with other employees to the attention of the Mayor before the situation escalates into potential violence. The City is prepared to assist in the resolution of employee disputes and will not discipline City employees for raising such concerns.

8.2.4 **Unsatisfactory Conduct:** The following is a list of unsatisfactory conduct and examples of behavior that may be subject to disciplinary action, up to and including immediate termination at the discretion of the Mayor. This list is not intended to identify every type of inappropriate behavior or unacceptable conduct for which disciplinary action may be taken:

- Theft or inappropriate removal of or possession of City property
- Falsification of timekeeping records or time card
- Possession, distribution, sale, transfer, use or being under the influence of alcohol or illegal drugs in the work place, while on duty or while operating any City owned vehicles or equipment
- Excessive personal use of City office telephones, cell phones, email, internet or any City property or equipment
- Fighting or threatening violence in the work place
- Boisterous or disruptive activity in the work place
- Insubordination or other disrespectful conduct, abuse or discourteous treatment of customers or other employees or administrative officers
- Violation of health or safety rules
- Smoking at times or in areas that it is prohibited
- Sexual or other unlawful or unwelcome conduct or harassment or engaging in immoral or indecent conduct
- Excessive absenteeism or abuse of leave policies
- Excessive tardiness
- Any absence without notice
- Unauthorized absence from work station during working hours
- Unauthorized disclosure of City confidential information
- Violation of personnel policies
- Unsatisfactory performance of work duties
- Falsification of any reports, water quality test results, operational data or other information or making false statements or engaging in dishonest acts
- Sleeping while on duty
- Being convicted of a felony
- Inducing or attempting to induce another City employee to commit an act that violates any City rule, regulation, policy or directive
- Damaging, defacing, destroying, wasting or abusing property belonging to the City, another employee, a vendor, a customer or any other person or entity

- Using, threatening or attempting to use personal or political influence to secure preferential treatment, special favors or consideration as a City employee or soliciting or accepting gratuities from customers or vendors
- Working unauthorized overtime hours
- Gambling on City property
- Engaging in outside employment or an outside activity that creates a conflict of interest or adversely affects work performance
- Knowingly violating any federal, state, or local law, rule or regulation in the performance of work duties

8.3 Policy for Safety

8.3.1 **Compliance with all Laws and Practices:** The City is committed to providing the best possible working conditions for all its employees. The City will comply with all current occupational health, safety and environmental laws and will develop the best feasible operations, procedures, technologies and policies to ensure the safety of the employees.

8.3.2 **Prevention of Risk:** The City's policy is aimed at preventing any employee, visitor, customer or City Council from being subjected to any health or safety risk.

Employees shall:

- Report any hazardous or unsafe conditions to the Mayor Immediately
- Keep all work areas clean and orderly
- Keep all equipment in good repair and in working order
- Wear all appropriate protective equipment at proper times in proper environments
- Attend regular employee safety meetings
- Be aware of unsafe situations and practice safety techniques
- Always use defensive driving techniques

8.3.3 **Safety Equipment:** Several different types of protective safety equipment may be issued to the employee including but not limited to safety goggles, ear plugs, hard hats, gloves, etc. All equipment must be returned upon termination of employment. The cost of any equipment that is not returned will be deducted from the employee's final paycheck. Employees may be required to supply their own safety equipment for some assignments.

8.3.4 **Compliance to Safety Rules Required:** Failure to comply with Honeyville City's Safety Policy and rules including failure to use proper personal protective equipment when on work sites shall be cause for disciplinary action up to and including suspension and/or termination of employment.

8.4 Policy for Progressive Discipline

8.4.1 **Fair Treatment of Employees:** The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

8.4.2 **At Will Employment:** Although employment with the City is "AT WILL" and both the employee and the City have the right to terminate employment with or without cause or advance notice, the City may use progressive discipline at its discretion.

8.4.3 **Steps of Progressive Discipline:** Depending on the nature of the unsatisfactory conduct, any of the following five (5) steps may be taken by the Mayor:

1. VERBAL WARNING

The Mayor may give a verbal warning to an employee that a problem exists indicating the necessary steps to be followed to resolve the problem. The Mayor shall document the verbal warning and the documentation shall be placed in the employee's personnel file.

2. WRITTEN WARNING

The Mayor may issue a written warning of a problem to an employee. The employee shall sign a copy of the warning acknowledging its receipt. The signed written warning shall be placed in the employee's personnel file.

3. PROBATION

The decision to put an employee on probation or extend a probationary period shall be made by the Mayor. Written documentation of the probation shall be placed in the employee's personnel file. The documentation shall contain the cause and the length of the probation. Employees may be terminated at any time during the probationary period for inappropriate action or conduct or for any reason. The Mayor may extend the probationary period or shorten it as necessary to rectify a situation.

4. SUSPENSION WITHOUT PAY

The Mayor may suspend an employee without pay for a period of up to five (5) days. Prior to returning to work, the employee shall meet with the Mayor to discuss the cause of the suspension and attempt resolution of the problem. The Mayor shall document the action and cause of suspension and place the documentation in the employee's personnel file.

5. TERMINATION

The Mayor may terminate an employee. Documentation of the termination shall be placed in the employee's personnel file.

8.4.4 **Rights of Appeal and/or Discipline Review:** The City provides an appeal process to give employees a means to obtain a review of disciplinary action or termination should they desire it. The following rules will govern appeals of disciplinary action(s) or termination of employment:

- The employee shall have the right to have all facts fully reviewed by the City Council
- The request for the review (appeal) must be made within two (2) working days
- The request must be made in writing to the City Council

Unless a request is made according to the above procedure, the action of the Mayor is deemed final and acceptable to the employee.

IX. EMPLOYMENT POLICY

9.1 Policy for Employee Separation from Employment

9.1.1 **Reasons for Separation from Employment:** Employment with Honeyville City may be discontinued for the following reasons:

- *Retirement* - The City requires reasonable (a minimum of two (2) weeks) notice of an employee who is retiring. The employee shall inform the Mayor of their retirement date in writing.
- *Resignation* - The City requests that the employee provide a two (2) week advance notice of resignation. Vacation and sick leave may not be included as part of the two (2) week notice period. The employee shall inform the Mayor of the date of their resignation in writing. The employee shall be compensated for unused, accrued vacation hours on their final paycheck.
- *Termination Action* - Every City employee has the status of "At Will", meaning no employee has a contractual right, expressed or implied, to remain in the City's employ. The City reserves the right to terminate any employee's employment at any time, with or without cause or advance notice.
- *Reduction in Force* - In circumstances such as lack of funds or work, abolition of positions, material changes in duties or changes in organization, or whenever deemed necessary by the Mayor or City Council, a reduction in force may occur. The Mayor shall lay off the necessary number of employees taking into account the relative ability, seniority and merit of each employee.

Employment with the Honeyville City is "AT WILL" and either the City or the employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

- 9.1.2 **Exit Interview:** The Mayor is responsible for scheduling an exit interview with any employee leaving their employment with the City for any reason. The interview shall be conducted prior to the employee's final leaving time.
- 9.1.3 **Return of City Property:** Arrangements shall be made during the exit interview for the return of all City property that has been issued to the employee. Items to be returned include but are not limited to:
- Office keys
 - Copy of Personnel Policies and Procedures Manual, City training, operation or information manuals and materials
 - Safety equipment
 - Tools or equipment required for the job
 - Cell phones
- 9.1.4 **Final Paycheck:** All City property must be returned prior to the employee being issued their final paycheck. The final paycheck shall be issued at the next regular pay period for employees voluntarily separating from employment. Employees that are terminated as a result of disciplinary action shall receive their final paycheck within twenty-four (24) hours of termination in compliance with the Utah Wage and Hour Laws. The paycheck shall be mailed to the terminated employee's home address on file with the City. All City property must be immediately returned by the employee to avoid prosecution.
- 9.1.5 **Information Provided at Exit Interview:** Specific information will be provided at the exit interview regarding the following:
- Continuation of group health insurance under the Mini Consolidated Omnibus Budget Reconciliation Act (COBRA) for employees who choose to do so after leaving employment.
 - Information regarding conversion of life insurance to an individual policy.
 - Retirement plan information and options for the funds in the employee's 401(k), 457 and/or IRA, if applicable.
 - The amount of accrued, unused sick and vacation leave and the benefits available to the leaving employee.

Passed by the City Council of Honeyville City, of Box Elder County, State of Utah, by a vote of ____ for and ____ against, on ____ day of _____, 2015.

By _____

City Mayor

~~David Forsgren~~ Boyd Bingham, Honeyville

Brittany Chlarson ~~Emily Ketsdever~~, Honeyville City Recorder/Clerk



RECOMMENDATION OF AWARD

To: Honeyville City

From: Dana Q. Shuler, P.E. *Dana Q. Shuler*
City Engineer's Office
Jones & Associates Consulting Engineers

RE: **RECOMMENDATION OF AWARD**
WATER LINE EXTENSION ALONG SH 38, 6000 N TO 6300 N PROJECT

Date: October 10, 2022

BIDDING

On October 6, 2022 at 2:00 p.m., bids were opened for the Water Line Extension Along SH 38 Project. The bid opening was conducted at City Hall.

Eleven (11) bids were received from the following contractors:

- | | |
|-------------------------|---------------------------------|
| 1. Newman Construction | 7. Leon Poulsen Construction |
| 2. PNL Contruction | 8. 3XL Construction |
| 3. TONCCO | 9. Beck Construction Excavation |
| 4. M.C. Green & Sons | 10. Silver Spur Construction |
| 5. Ormond Construction | 11. Strong Excavation |
| 6. Paragon Construction | |

The bid results are shown on the enclosed Bid Tabulation. The Bid Tabulation shows the bidders in order of lowest to highest according to the corrected Base Bids.

The low bidder, Newman Construction, is qualified and experienced to do this work.

BUDGET

The City has budgeted \$250,000 for this project, for both engineering and construction. The design phase is complete, and construction management is remaining. Design cost \$9,000, and construction management is estimated to be \$6,000, leaving \$235,000 for construction.

AWARD RECOMMENDATION

The City has three (3) options:

1. Award the contract with a concurrent change order resulting in a contract amount of approximately \$235,000;
2. Modify the budget and allocate additional monies for this project, funding more or all of the

project, then award the contract with a concurrent change order resulting in a contract amount matching the allocated amount minus engineering; and

3. Reject all bids.

I have spoken with the low bidder, Newman Construction, and they are willing to modify the project to meet the City's budget.

We feel that options 1 and 2 described above are both good options.

Attachment: Bid Tabulation

BID TABULATION

Honeyville City SH 38 Water Line 6000 North to 6300 North

Bid Opening: October 6, 2022 at 2:00 p.m., Honeyville City Hall

Item	Qty	Unit	Description	ENGINEER'S ESTIMATE			Newman Construction Inc.			PNL Construction Inc.			Tonco, Inc.			M.C. Green & Sons Inc. ⁴⁵			Ormond Construction Inc.		
				Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total	
1 Mobilization	1	LS		\$ 17,500.00	\$ 17,500.00		\$ 19,500.00	\$ 19,500.00		\$ 23,000.00	\$ 23,000.00		\$ 19,235.00	\$ 19,235.00		\$ 37,418.13	\$ 37,418.13		\$ 40,000.00	\$ 40,000.00	
2 UDOT permit	1	LS		2,000.00	2,000.00		4,000.00	4,000.00		5,000.00	5,000.00		1,000.00	1,000.00		3,795.00	3,795.00		3,500.00	3,500.00	
3 Traffic control - signage and flaggers (assume full-time)	1	LS		40,000.00	40,000.00		44,480.00	44,480.00		29,000.00	29,000.00		30,120.00	30,120.00		11,500.00	11,500.00		46,800.00	46,800.00	
4 Trench safety (when trench box is used)	100	LF		20.00	2,000.00		125.00	12,500.00		49.00	4,900.00		16.50	1,650.00		61.60	6,160.00		50.00	5,000.00	
5 SWPPP/erosion control	1	LS		5,000.00	5,000.00		3,400.00	3,400.00		3,000.00	3,000.00		9,200.00	9,200.00		8,500.00	8,500.00		5,000.00	5,000.00	
6 Pothole in advance	10	EA		500.00	5,000.00		650.00	6,500.00		450.00	4,500.00		300.00	3,000.00		770.00	7,700.00		850.00	8,500.00	
7 Brace power pole per RMP requirements	15	EA		1,500.00	22,500.00		875.00	13,125.00		1,200.00	18,000.00		800.00	12,000.00		380.00	5,700.00		1,100.00	16,500.00	
8 Remove and dispose of existing air/vac station	1	EA		1,200.00	1,200.00		2,350.00	2,350.00		650.00	650.00		500.00	500.00		1,138.23	1,138.23		1,200.00	1,200.00	
9 Remove and dispose of existing fire hydrant	1	EA		1,000.00	1,000.00		1,060.00	1,060.00		975.00	975.00		600.00	600.00		3,396.80	3,396.80		950.00	950.00	
10 Obliterate existing valve box	2	EA		200.00	400.00		475.00	950.00		550.00	1,100.00		300.00	300.00		1,838.62	3,677.24		100.00	200.00	
11 10" C-900 PVC water line (includes incidental fittings)	3,060	LF		63.00	192,780.00		80.00	244,800.00		97.25	297,585.00		98.00	299,880.00		95.47	292,138.20		100.78	308,386.80	
12 10" Gate valve	8	EA		3,200.00	25,600.00		4,800.00	38,400.00		3,500.00	28,000.00		4,850.00	38,800.00		4,050.45	32,403.60		4,517.60	36,140.80	
13 8" Gate valve	3	EA		2,500.00	7,500.00		3,250.00	9,750.00		2,450.00	7,350.00		3,925.00	11,775.00		2,869.04	8,607.12		3,354.72	10,064.16	
14 Fire hydrant unit	3	EA		7,500.00	22,500.00		9,400.00	28,200.00		10,336.00	31,008.00		10,021.00	30,063.00		8,778.64	26,335.92		9,598.92	28,796.76	
15 Connection to existing 10" water line (includes incidental fittings)	1	EA		3,500.00	3,500.00		1,910.00	1,910.00		3,540.00	3,540.00		5,000.00	5,000.00		5,664.22	5,664.22		3,954.53	3,954.53	
16 Connection to existing 8" water line (includes incidental fittings)	6	EA		3,200.00	19,200.00		1,720.00	10,320.00		2,935.00	17,610.00		4,250.00	25,500.00		6,169.53	37,017.18		4,245.02	25,470.12	
17 3/4" or 1" Service tap	3	EA		750.00	2,250.00		900.00	2,700.00		950.00	2,850.00		1,740.00	5,220.00		935.00	2,805.00		740.98	2,222.94	
18 3/4" or 1" Water service line	60	LF		30.00	1,800.00		32.00	1,920.00		52.00	3,120.00		43.00	2,580.00		78.14	4,688.40		33.90	2,034.00	
19 Connect new 3/4" or 1" water service line to existing meter	3	EA		600.00	1,800.00		435.00	1,305.00		950.00	2,850.00		1,300.00	3,900.00		1,267.05	3,801.15		381.88	1,145.64	
20 2" Air/Vac station	1	EA		5,200.00	5,200.00		8,850.00	8,850.00		4,560.00	4,560.00		6,460.00	6,460.00		5,844.43	5,844.43		8,165.53	8,165.53	
21 Asphalt road repair	60	LF		75.00	4,500.00		93.00	5,580.00		27.00	1,620.00		105.00	6,300.00		121.00	7,260.00		138.48	8,308.80	
22 Asphalt driveway repair	100	LF		60.00	6,000.00		72.00	7,200.00		28.00	2,800.00		75.00	7,500.00		75.00	7,500.00		99.23	9,923.00	
23 Gravel driveway and UDOT shoulder repair	200	TONS		50.00	10,000.00		86.00	17,200.00		20.00	4,000.00		29.50	5,900.00		56.91	11,382.00		31.44	6,288.00	
TOTAL BASE BID (Items 1-23)				\$	399,230.00	\$	486,000.00	\$	497,018.00	\$	526,783.00	\$	534,432.62	\$	578,551.08						

Additive Alternates

AA-1 Fire hydrant unit via hot tap

1	EA			8,500.00	8,500.00		9,000.00	9,000.00		11,500.00	11,500.00		11,700.00	11,700.00		8,233.00	8,233.00		10,141.80	10,141.80	
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Item	Description	Qty	Unit	Paragon Construction Systems Inc.			Leon Poulsen Const. Co. Inc.			3XL Construction Inc. ^{1,4,5}			Beck Construction & Excavation, Inc.			Silver Spur Construction ²			Strong Excavation ³		
				Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total	
1	Mobilization	1	LS	\$ 73,039.00	\$ 73,039.00		\$ 34,500.00	\$ 34,500.00		\$ 39,850.00	\$ 39,850.00		\$ 36,500.00	\$ 36,500.00		\$ 37,000.00	\$ 37,000.00		\$ 29,490.11	\$ 29,490.11	
2	UDOT permit	1	LS	2,216.00	2,216.00		350.00	350.00		1,750.00	1,750.00		6,500.00	6,500.00		4,500.00	4,500.00		727.18	727.18	
3	Traffic control - signage and flaggers (assume full-time)	1	LS	72,227.00	72,227.00		85,000.00	85,000.00		32,800.00	32,800.00		54,500.00	54,500.00		64,650.00	64,650.00		61,445.48	61,445.48	
4	Trench safety (when trench box is used)	100	LF	7.00	700.00		5.00	500.00		48.00	4,800.00		4.00	400.00		65.00	6,500.00		14.17	1,417.00	
5	SWPPP/erosion control	1	LS	2,770.00	2,770.00		4,000.00	4,000.00		4,850.00	4,850.00		8,500.00	8,500.00		17,800.00	17,800.00		19,409.29	19,409.29	
6	Pothole in advance	10	EA	1,329.00	13,290.00		450.00	4,500.00		7,500.00	7,500.00		2,000.00	20,000.00		665.00	6,650.00		1,745.96	17,459.60	
7	Brace power pole per RMP requirements	15	EA	1,071.00	16,065.00		1,200.00	18,000.00		950.00	14,250.00		1,500.00	22,500.00		2,000.00	30,000.00		1,209.29	18,139.35	
8	Remove and dispose of existing air/vac station	1	EA	2,955.00	2,955.00		1,200.00	1,200.00		2,180.00	2,180.00		2,700.00	2,700.00		4,750.00	4,750.00		3,635.69	3,635.69	
9	Remove and dispose of existing fire hydrant	1	EA	1,367.00	1,367.00		1,500.00	1,500.00		1,450.00	1,450.00		2,600.00	2,600.00		4,050.00	4,050.00		1,641.70	1,641.70	
10	Obliterate existing valve box	2	EA	684.00	1,368.00		250.00	500.00		350.00	700.00		725.00	1,450.00		1,340.00	2,680.00		654.73	1,309.46	
11	10" C-900 PVC water line (includes incidental fittings)	3,060	LF	99.00	302,940.00		106.00	324,360.00		160.50	491,130.00		125.00	382,500.00		114.00	348,840.00		157.91	483,204.60	
12	10" Gate valve	8	EA	4,388.00	35,104.00		5,400.00	43,200.00		5,100.00	40,800.00		6,000.00	48,000.00		6,450.00	51,600.00		4,790.95	38,327.60	
13	8" Gate valve	3	EA	3,169.00	9,507.00		4,000.00	12,000.00		3,435.00	10,305.00		4,650.00	13,950.00		4,615.00	13,845.00		3,371.16	10,113.48	
14	Fire hydrant unit	3	EA	8,482.00	25,446.00		12,000.00	36,000.00		8,390.00	25,170.00		16,925.00	50,775.00		13,120.00	39,360.00		11,803.34	35,410.02	
15	Connection to existing 10" water line (includes incidental fittings)	1	EA	6,629.00	6,629.00		8,300.00	8,300.00		4,775.00	4,775.00		6,950.00	6,950.00		7,920.00	7,920.00		4,772.10	4,772.10	
16	Connection to existing 8" water line (includes incidental fittings)	6	EA	5,253.00	31,518.00		7,700.00	46,200.00		4,920.00	28,920.00		7,250.00	43,500.00		8,005.00	48,030.00		6,501.77	39,010.62	
17	3/4" or 1" Service tap	3	EA	702.00	2,106.00		1,100.00	3,300.00		580.00	1,740.00		1,375.00	4,125.00		3,960.00	11,880.00		1,471.29	4,413.87	
18	3/4" or 1" Water service line	60	LF	77.00	4,620.00		84.00	5,040.00		28.00	1,680.00		80.00	4,800.00		70.00	4,200.00		111.07	6,664.20	
19	Connect new 3/4" or 1" water service line to existing meter	3	EA	964.00	2,892.00		1,050.00	3,150.00		1,535.00	4,605.00		900.00	2,700.00		2,275.00	6,825.00		304.79	914.37	
20	2" Air/Vac station	1	EA	10,383.00	10,383.00		9,000.00	9,000.00		11,500.00	11,500.00		15,650.00	15,650.00		13,590.00	13,590.00		8,418.86	8,418.86	
21	Asphalt road repair	60	LF	116.00	6,960.00		335.00	20,100.00		74.25	4,455.00		140.00	8,400.00		209.00	12,540.00		157.76	9,465.60	
22	Asphalt driveway repair	100	LF	89.00	8,900.00		155.00	15,500.00		55.15	5,515.00		105.00	10,500.00		410.00	41,000.00		89.82	8,982.00	
23	Gravel driveway and UDOT shoulder repair	200	TONS	90.00	18,000.00		75.00	15,000.00		43.00	8,600.00		50.00	10,000.00		55.00	11,000.00		77.35	15,470.00	
TOTAL BASE BID (Items 1-23)				\$	651,002.00	\$	691,200.00	\$	749,325.00	\$	757,500.00	\$	789,210.00	\$	819,842.18	*Corrected total					

AA-1 Fire hydrant unit via hot tap

Project Engineer Dana A. Shuler

Date 10/6/2022

- Notes:
1. Did not contain original bid bond
 2. Italicized numbers represent mathematically corrected number
 3. Did not acknowledge receipt of addendum
 4. Did not include e-Verify form
 5. Did not include subcontractors list

**The DRAFT Minutes of
Honeyville City Council
September 28, 2022 Work Meeting**

Mayor Boyd Bingham called the meeting to order at 6:00 p.m.

Present were Mayor Boyd Bingham, Councilmembers Bruce Nelson, David Hougaard and Trevor Gardner. Planning Commission members Bob Kosbab, Ryan Adams, Codey Illum, Laurie Hunsaker, Staci Zilles-Nelson, Cherisse Kaminska and Kenny Funk. Councilmember Kory Wilde arrived at 6:01 p.m.

Approximately 10 members of the public were present.

Employees present were: Brittany Chlarson, Clerk/Recorder
 Wendy Lindauer, Deputy Clerk
 Blair Wardle, Prosecuting Attorney

Discussion Item:

A. Code Violation Process – Blair Wardle

David H asked why a citizen's name or signature needs to be on the complaint form.

Blair W stated that he does not need a signature, but he does need a way to prosecute and prove there is a violation. He then clarified the difference between civil vs. criminal. The code does allow for administrative corrections. Civil style of handling things would require the city to have a fee or fine in place that the city could access when ordinances are not followed. When individuals fail to comply, the city would then need to file a civil suit with the courts. When using criminal prosecution to address non-compliance to ordinances Blair would take the issue to the justice court. He also mentioned that in a civil suit individuals can claim bankruptcy, however in a criminal case they cannot. The ordinance must state that the city has the authority to prosecute.

David H expressed frustration with the run around when filing a complaint. He doesn't want Honeyville to allow people to violate the code and bring in filth. He read from the code where it states that a member of the council could be designated as the nuisance inspector for the city. David wants to hold people accountable.

Blair W stated that the challenge with going the criminal route is that the burden of proof is much higher. If the city is willing to collect independent information, then the city does not need to have a signed complaint. However, the prosecutor has the responsibility to provide the burden of proof. If the city wants to collect this information they can, but they cannot violate residents' privacy or trespass when they collect this information.

Mayor Bingham stated that although the council may not see it, the process of collecting complaints and sending out a letter has been working. Residents either comply or submit a timeframe of how and when they will come into compliance. The Mayor also reminded everyone that the purpose of having codes and ordinances to help create unity not division within the community. The city attorney has recommended that the city have an attorney sit in meetings and help go through the code to make sure it is up to date and enforceable.

Blair W specified that it is important to have legal counsel when creating new ordinances to protect the city.

The council agreed that the complaint forms do not need to be signed. However, contact information would be good so that the city can follow up and gather more information if needed. The complaints can come from a citizen or a member of the city council.

BRUCE NELSON motioned to adjourn at 6:45 p.m. DAVID HOUGAARD seconded the motion. MOTION CARRIED with Bruce Nelson for, David Hougaard for, Kory Wilde for and Trevor Gardner for.

Meeting Adjourned at 6:45 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

Boyd Bingham - Mayor

**The DRAFT Minutes of
Honeyville City Council
October 12, 2022 Regular Meeting**

Mayor Boyd Bingham called the meeting to order at 7:00 p.m.

Present were Mayor Boyd Bingham, Councilmembers David Hougaard, Kory Wilde and Trevor Gardner. Dale Millsap arrived at 7:01 p.m. Bruce Nelson was excused from this meeting.

Approximately 25 members of the public were present.

Employees present were: Brittany Chlarson, Clerk/Recorder
 Blair Perry, Treasurer
 Dana Shuler, City Engineer
 Troy McNeely, Public Works

Trevor Gardner offered the invocation and led the group in the Pledge of Allegiance.

Conflict of Interest: None noted.

Public Comment Period:

Chris Slocum made a comment in reference to the public hearing that was held in Planning Commission last month regarding a potential rezone. He mentioned the lack of water in that area of town and his concerns about not having the proper water supply for fire protection.

Planning Commission Report – Kenny Funk/Planning Commission Chair:

- A. Public Hearing Recommendation for Proposed Rezone from A5 to RR: Parcel #04-024-0053:** Kenny reported that during the Public Hearing regarding the potential rezone there wasn't any member of the community that was for the rezone. Everyone that spoke was against it. The concerns mentioned were the road, the water, drainage, police & public safety and they asked whether or not there had been a current water study performed. The citizens questioned whether or not this rezone met the general plan. They brought up worries about potential irrigation & sewer issues, increased speeding on the road and fire protection issues. The Planning Commission was unanimous in their decision to recommend the City Council deny the rezone. **Kenny F** did report that the developer mention he was willing to improve the waterline in that area if a rezone was approved.

- B. CUP – William Anderson Recommendation:** **Kenny F** reported that the Anderson's have a lot with an existing home on it and he'd like to use the existing home as a mother in-law apartment and then build a new home. **David H** asked where mother in-law

apartment is found in the code. There was discussion about the new state statute regarding accessory dwelling units. It allows for new dwellings that are attached but not detached. **Kenny F** shared that the Planning Commission made the recommendation to approve the Anderson's mother in-law apartment. **David H** asked for further information. He asked to see where this was allowed within the Honeyville City Ordinances. Kenny was invited to do some research and was allowed time later in the meeting to share the information he found.

City Administration – Mayor Boyd Bingham:

Discussion Items:

- A. **Fire District Contract:** It was clarified that Honeyville City does not have its own separate Fire Department, rather they are a part of the Central Box Elder Fire District and the contract has expired. **Mayor Bingham** asked that the council review the contract and make suggestions for improvement. He asked that the council email their suggestions to Brittiny.
- B. **Complaint Process:** The Mayor has asked Brittiny to come up with a policy document on how to proceed with the complaint process. **David H** will help with creating this document.
- C. **Employee Handbook:** **Blair P** will make some edits to the employee handbook that are outdated or contradict each other and make some suggested changes to present to the council. The URS audit is what flagged the need for this edit.
- D. **Rich Shaw Road:** Add to next month's agenda – invite Rich to join the meeting.
- E. **Reconcile Bank Statement – David Hougaard**

Action Items:

- A. **Pinnacle Group/Chlarson Rezone from A5 to RR:** Having received the recommendation from the Planning Commission, **Mayor Bingham** opened this item up for a motion.

DALE MILLSAP motioned to follow the recommendation of the Planning Commission and deny the Pinnacle Group/Chlarson Rezone application from A5 to RR. DAVID HOUGAARD seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

- B. **CUP Application – William Anderson:** **Kenny Funk** found that a mother in-law apartment is not defined, however there is a definition for "guest house" in section 10-3-4 in the Honeyville City code. It is an allowed conditional use in all of the R zones. This table can be found in section 10-11-8. There was discussion about how the city would be able to determine if home owners are charging rent or not, because the code states that owners cannot charge rent for a guest house. **David H** shared that the

conditional use permit does not need to be renewed yearly. He asked for clarification on where the current home is on the property and what types of hookups it has.

DAVID HOUGAARD motioned to deny the CUP Application for the William Anderson Guest House. No Second. MOTION DIED.

DALE MILLSAP motioned to approve the CUP Application for the William Anderson Guest House per the Planning Commission Recommendations to meet the proper setbacks.

TREVOR GARDNER seconded the motion. MOTION CARRIED 3-1 with David Hougaard against, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

There was further discussion about what is allowed according to code and what is not. **Trevor G** pointed out that there are already conditions within the code and that any conditions added should be items that are beyond what the code allows. **Dale M** stated that putting conditions on an application that are already required in the code would be redundant.

DAVID HOUGAARD motioned to put additional conditions on the Anderson's CUP. The conditions would be that the Anderson's live in the current home that is on the property or come in and apply for a CUP to live in a trailer while they build. No Second. MOTION DIED.

C. North Well Gas Chlorination Project: This project is on hold.

D. Recommendation of Award for Hwy 38 Waterline, 6000 N. – 6300 N.: **Dana Shuler** reported that the city received 11 bids on this project. The lowest bid was from Newman Construction in the amount of \$486,000.00. This is over budget, as the city had budgeted \$250,000.00 for this project. **Dana** presented 3 options on how to proceed. 1. Adjust the budget to an amount the council agrees upon and then award the contract with a concurrent change order up to the amount approved. 2. Modify the budget and allocate additional monies. 3. Reject all bids. **Mayor Bingham** explained that the city has to abide by the budget because other funds are already committed. **David H** asked how long the bids are good. **Dana S** shared that they were good for either 30 or 60 days, but would get further clarification. **Trevor G** asked how scaling back the project would help with the current issues the city has. He specifically wondered if the budgeted amount would fix the part of the line that continues to leak. **Mayor Bingham** asked if the city could wait to make a decision until after they get the bids back for the city hall remodel. This would help the council have a clearer picture of the budget. **Dana S** will see if the contractor is willing to hold the bid until the city receives their bids for the City Hall project. **Blair P** recommended that change orders be approved by the council prior to the work being done. There was further discussion regarding the budget. **Dana S** clarified that the award needs to be made so that the contractor can purchase his materials at the quoted price. The city cannot wait until March and use the same bids because the quotes would be outdated. The council

weighed the pros and cons of postponing the bid until spring versus awarding the bid next month.

KORY WILDE motioned to postpone the bid award for the Highway 38 Waterline, 6000 N. – 6300 N. until November after the council receives more information on the city hall remodel. DALE MILLSAP seconded the motion. MOTION CARRIED with David Hougaard against, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

The council continued to discuss whether or not Dana should work on what the change order would look like. Dana S felt that it would be best to award the bid with a concurrent change order. She stated that they would either need to award the bid in full or with a concurrent change order so the signed bid is accurate. The council will award the bid next month.

A. City Council Work Meeting Minutes – 09/14/22:

KORY WILDE motioned to approve the City Council Work Meeting Minutes from 09/14/22 as presented. DAVID HOUGAARD seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

B. City Council Regular Meeting Minutes – 09/14/22

DALE MILLSAP motioned to approve the City Council Regular Meeting Minutes from 09/14/22 as presented. KORY WILDE seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

C. Check & Deposit Details – 09/01/22 – 09/30/22

DALE MILLSAP motioned to approve the Check & Deposit Details of 09/01/22 – 09/30/22 as presented. DAVID HOUGAARD seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

Public Health & Safety/Buildings & Equipment – Councilmember David Hougaard:
Nothing to report at this time.

Parks & Cemeteries/Youth City Council – Councilmember Trevor Gardner

- A. Youth City Council:** They held their first youth council meeting. He would like to have more participation from youth in the community and asked the council to reach out to youth that may be interested. The age requirements are ages 14-18. This group will help with the upcoming Trunk or Treat.

General Community Events/Planning Commission – Councilmember Kory Wilde

- A. **Trick or Treat Around the Park:** Friday, October 28 @ 6:00 p.m.
- B. **Trails Plan:** Kory has met with Zach with BRAG and he shared that the trails plan needs to be put back out for public comment.

Water Systems & Drainage – Councilmember Bruce Nelson

Bruce was not present at this meeting.

Troy will attend the Led and Copper pipe meeting with BRAG

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

- A. **Mosquito Abatement:** There will be a Public Hearing in November for the Truth in Taxation for the Mosquito Abatement.

DALE MILLSAP motioned to enter a Closed Meeting at 8:15 p.m. to discuss contractual issues. KORY WILDE seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

Re-entered Open Meeting at 8:34 p.m.

DALE MILLSAP motioned to adjourn at 8:34 p.m. KORY WILDE seconded the motion. MOTION CARRIED with David Hougaard for, Kory Wilde for, Trevor Gardner for and Dale Millsap for.

Meeting Adjourned at 8:34 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

Boyd Bingham - Mayor

Honeyville City
Check Detail
October 2022

Num	Date	Name	Memo	Account	Paid Amount
22059	10/01/2022	Brittany G Chlar...		Bank of Utah - New 12/14	
				4115 Emp. Wages - Gen. Govt.	-600.00
				6120 Employee Wages	-100.00
				4117 Employee Ret. Services	-124.39
				401(k) Payable	124.39
				Payroll Expenses	-1.26
				Payroll Liabilities	1.26
				Fed & FICA Payable	3.00
				4116 FICA Expense	-43.40
				Fed & FICA Payable	43.40
				Fed & FICA Payable	43.40
				4116 FICA Expense	-10.15
				Fed & FICA Payable	10.15
				Fed & FICA Payable	10.15
				UT Withholding Payable	5.00
TOTAL					-638.45
22060	10/01/2022	Cheyenne L Fra...		Bank of Utah - New 12/14	
				4505 Employee Wages - Parks	-105.00
				4595 Cemetary Wages	-42.00
				4115 Emp. Wages - Gen. Govt.	-45.50
				4116 FICA Expense	-11.94
				Fed & FICA Payable	11.94
				Fed & FICA Payable	11.94
				4116 FICA Expense	-2.80
				Fed & FICA Payable	2.80
				Fed & FICA Payable	2.80
TOTAL					-177.76
22062	10/01/2022	Emma J Wilde		Bank of Utah - New 12/14	
				4595 Cemetary Wages	-45.00
				4505 Employee Wages - Parks	-97.50
				4115 Emp. Wages - Gen. Govt.	-33.75
				4116 FICA Expense	-10.93
				Fed & FICA Payable	10.93
				Fed & FICA Payable	10.93
				4116 FICA Expense	-2.55
				Fed & FICA Payable	2.55
				Fed & FICA Payable	2.55
TOTAL					-162.77
22063	10/01/2022	Troy . McNeely		Bank of Utah - New 12/14	
				4505 Employee Wages - Parks	-156.00
				4115 Emp. Wages - Gen. Govt.	-130.00
				6120 Employee Wages	-1,638.00
				4595 Cemetary Wages	-26.00
				4254 Animal Control Wages	-78.00
				6120 Employee Wages	-78.00
				401(k) Payable	126.36
				4117 Employee Ret. Services	-294.00
				401(k) Payable	294.00
				Fed & FICA Payable	162.00
				4116 FICA Expense	-130.57
				Fed & FICA Payable	130.57
				Fed & FICA Payable	130.57
				4116 FICA Expense	-30.54
				Fed & FICA Payable	30.54
				Fed & FICA Payable	30.54

Honeyville City

Check Detail

October 2022

Num	Date	Name	Memo	Account	Paid Amount
				UT Withholding Payable	84.00
TOTAL					-1,572.53
22064	10/01/2022	Wendy L Lindauer		Bank of Utah - New 12/14	
				4115 Emp. Wages - Gen. Govt.	-493.00
				4116 FICA Expense	-30.56
				Fed & FICA Payable	30.56
				Fed & FICA Payable	30.56
				4116 FICA Expense	-7.15
				Fed & FICA Payable	7.15
				Fed & FICA Payable	7.15
				UT Withholding Payable	11.00
TOTAL					-444.29
22058	10/01/2022	Blair Perry		Bank of Utah - New 12/14	
				6120 Employee Wages	-878.99
				6120 Employee Wages	-94.56
				Fed & FICA Payable	138.00
				4116 FICA Expense	-54.50
				Fed & FICA Payable	54.50
				Fed & FICA Payable	54.50
				4116 FICA Expense	-12.75
				Fed & FICA Payable	12.75
				Fed & FICA Payable	12.75
				UT Withholding Payable	16.00
TOTAL					-752.30
22061	10/01/2022	Codey Illum		Bank of Utah - New 12/14	
				4180 Planning & Zoning/BOA	-461.54
				4116 FICA Expense	-28.62
				Fed & FICA Payable	28.62
				Fed & FICA Payable	28.62
				4116 FICA Expense	-6.70
				Fed & FICA Payable	6.70
				Fed & FICA Payable	6.70
				UT Withholding Payable	10.00
TOTAL					-416.22
22065	10/06/2022	Amy F. Hugie	Emails & Phone Calls regardin...	Bank of Utah - New 12/14	
2270	10/06/2022		Emails & Phone Calls regarding F...	4145 Attorney	-207.00
TOTAL					-207.00
22066	10/06/2022	AT&T Mobility	Public Works Cell Phone	Bank of Utah - New 12/14	
287...	10/06/2022		Public Works Cell Phone	4164 Utilities	-91.80
TOTAL					-91.80
22067	10/06/2022	Bear River Valle...	Balance Owed - Finance Charges	Bank of Utah - New 12/14	
101...	10/06/2022		Balance Owed - Finance Charges	4195 Other General Government	-64.94
TOTAL					-64.94

Honeyville City Check Detail October 2022

Num	Date	Name	Memo	Account	Paid Amount
22068	10/06/2022	Box Elder Mayor...	Honeyville Mayor's 2022 Dues	Bank of Utah - New 12/14	
202...	10/06/2022		Honeyville Mayor's 2022 Dues	4121 Training/Conv/Membership	-100.00
TOTAL					-100.00
22069	10/06/2022	Box Elder News ...	Public Works Job Posting	Bank of Utah - New 12/14	
LOC...	10/06/2022		Public Works Job Posting	4195 Other General Government	-136.50
TOTAL					-136.50
22070	10/06/2022	Brigham City Co...	T-Coliform - Report ID #220822-...	Bank of Utah - New 12/14	
9455	10/06/2022		T-Coliform - Report ID #220822-41	6500 Operating Expenses	-40.00
TOTAL					-40.00
22071	10/06/2022	Cardmember Se...		Bank of Utah - New 12/14	
479...	10/06/2022		USPS - Certified Letters	4195 Other General Government	-23.55
			Interest Charges	4195 Other General Government	-16.55
TOTAL					-40.10
22072	10/06/2022	Comcast.	City Hall Internet	Bank of Utah - New 12/14	
849...	10/06/2022		City Hall Internet	4164 Utilities	-93.12
TOTAL					-93.12
22073	10/06/2022	Econo Waste	Trash Removal	Bank of Utah - New 12/14	
581...	10/06/2022		Park - Trash Removal	4500 Park Expenditures	-36.00
			City Hall - Trash Removal	4164 Utilities	-36.00
			Shop - Trash Removal	4164 Utilities	-76.00
TOTAL					-148.00
22074	10/06/2022	Greer's Hardware		Bank of Utah - New 12/14	
C37...	10/06/2022		Padlock & Hardboard	6500 Operating Expenses	-10.21
			Padlock & Hardboard	4415 Class "C" Road Expend.	-10.21
			Padlock & Hardboard	4500 Park Expenditures	-10.21
			Padlock & Hardboard	4590 Cemetary Expenditures	-10.20
B70...	10/06/2022		Penetrant Spray & Coax Cable	6500 Operating Expenses	-30.98
			Voltage Tester & Adjustable Wre...	6500 Operating Expenses	-6.62
			Voltage Tester & Adjustable Wre...	4415 Class "C" Road Expend.	-6.62
			Voltage Tester & Adjustable Wre...	4500 Park Expenditures	-6.62
			Voltage Tester & Adjustable Wre...	4590 Cemetary Expenditures	-6.62
			Trash Bags for City Hall	4195 Other General Government	-5.49
TOTAL					-103.78
22075	10/06/2022	Grover Excavati...		Bank of Utah - New 12/14	
18556	10/06/2022		Water Leak Repair on 6900	6500 Operating Expenses	-2,474.62
18557	10/06/2022		Water Leak Repair 7200 N.	6500 Operating Expenses	-2,183.82
TOTAL					-4,658.44
22076	10/06/2022	Jones & Associa...		Bank of Utah - New 12/14	

Honeyville City Check Detail October 2022

Num	Date	Name	Memo	Account	Paid Amount
20900	10/06/2022		Potential Revisions to City Code	4144 Engineering Services	-967.50
			General Info - Potential Develop...	4144 Engineering Services	-64.50
			Water Line Along Highway 38, 60...	6150 Engineering Fees	-1,147.50
21009	10/06/2022		Potential Revisions to City Code	4144 Engineering Services	-984.25
			Planning Commission Meeting	4144 Engineering Services	-340.00
			DDW Min. Sizing Requirement	6150 Engineering Fees	-612.75
			North Well Chlorination - Perman...	6150 Engineering Fees	-295.25
			Waterline along Hwy 38, 6000 N -...	6150 Engineering Fees	-290.25
			Storm Drain - FEMA PDM Project...	4144 Engineering Services	-144.75
			Storm Drain - FEMA PDM Studie...	4144 Engineering Services	-8,896.00
21008	10/06/2022		Chlarson/Pinnacle Re-Zone	4143 - Eng Serv - Sub. Rev.	-64.50
TOTAL					-13,807.25
22077	10/06/2022	Miller Gas	Finance Charge	Bank of Utah - New 12/14	
256	10/06/2022		Finance Charge	6210 Utilities	-9.95
			Finance Charge	4415 Class "C" Road Expend.	-9.95
			Finance Charge	4500 Park Expenditures	-9.94
			Finance Charge	4590 Cemetary Expenditures	-9.94
TOTAL					-39.78
22078	10/06/2022	Mountainland S...	Repair Sleeves for Cemetery	Bank of Utah - New 12/14	
S10...	10/06/2022		Repair Sleeves for Cemetery	6500 Operating Expenses	-388.14
TOTAL					-388.14
22079	10/06/2022	Quiklink Internet	Shop Internet	Bank of Utah - New 12/14	
14730	10/06/2022		Shop Internet	4164 Utilities	-75.00
TOTAL					-75.00
22080	10/06/2022	Ricoh USA, Inc.	Copier Lease	Bank of Utah - New 12/14	
106...	10/06/2022		Copier Lease	4195 Other General Government	-136.16
TOTAL					-136.16
22081	10/06/2022	Rocky Mountain ...		Bank of Utah - New 12/14	
532...	10/06/2022		City Hall	4164 Utilities	-253.98
			North Well	6210 Utilities	-1,494.55
			CF Cemetery	4590 Cemetary Expenditures	-43.73
			Streetlights	4410 Highway/Street Lighting	-721.35
			City Shop	4164 Utilities	-72.55
			HV Cemetery	4590 Cemetary Expenditures	-237.50
			Streetlights	4410 Highway/Street Lighting	-11.96
			Streetlights	4410 Highway/Street Lighting	-16.57
			HV Park Cookshack	4500 Park Expenditures	-93.94
			South Well 3-Phase Pump	6210 Utilities	-3,244.18
			Streetlights	4410 Highway/Street Lighting	-38.87
TOTAL					-6,229.18
22082	10/06/2022	smart Wave Solar	Reimburse Overcharge on Roc...	Bank of Utah - New 12/14	
Rei...	10/06/2022		Reimburse Overcharge on Roche...	4150 Building Inspections	-45.00
TOTAL					-45.00

Honeyville City Check Detail October 2022

Num	Date	Name	Memo	Account	Paid Amount
22083	10/06/2022	Standard Plumbi...		Bank of Utah - New 12/14	
QM...	10/06/2022		Spray Paint for Fuel Tank	6500 Operating Expenses	-15.74
			Spray Paint for Fuel Tank	4415 Class "C" Road Expend.	-15.74
			Spray Paint for Fuel Tank	4500 Park Expenditures	-15.73
			Spray Paint for Fuel Tank	4590 Cemetary Expenditures	-15.73
QM...	10/06/2022		Rotary Hand Pump	6500 Operating Expenses	-19.00
			Rotary Hand Pump	4415 Class "C" Road Expend.	-19.00
			Rotary Hand Pump	4500 Park Expenditures	-19.00
			Rotary Hand Pump	4590 Cemetary Expenditures	-18.99
QNJ...	10/06/2022		Solenoid Kit	4500 Park Expenditures	-21.98
			Parts for Air Compressor	4500 Park Expenditures	-7.79
			Parts for Air Compressor	4900 Miscellaneous Expend.	-7.79
			Parts for Air Compressor	6500 Operating Expenses	-7.78
			Parts for Air Compressor	4415 Class "C" Road Expend.	-7.78
QP...	10/06/2022		Hitch Pin & Clip/Rotor Pop Up & ...	4500 Park Expenditures	-76.59
QVV...	10/06/2022		Parts for Sprinkler System at Ren...	4195 Other General Government	-54.76
Fees	10/06/2022		Fees	4195 Other General Government	-14.00
TOTAL					-337.40
22084	10/06/2022	Stotz Equipment	Parts for Mower	Bank of Utah - New 12/14	
P95...	10/06/2022		Parts for Mower	4590 Cemetary Expenditures	-34.35
			Parts for Mower	4500 Park Expenditures	-34.35
TOTAL					-68.70
22085	10/06/2022	Tremonton Ace ...		Bank of Utah - New 12/14	
82250	10/06/2022		Lights for City Hall	4195 Other General Government	-54.99
			Service Charges	4195 Other General Government	-6.72
82746	10/06/2022		Screen & Weather Strip Tape	6500 Operating Expenses	-20.98
			Service Charge	4195 Other General Government	-3.66
TOTAL					-86.35
22086	10/06/2022	Utah Local Gov...		Bank of Utah - New 12/14	
159...	10/06/2022		Auto Physical Damage	6140 Insurance/Liability	-840.72
			Auto Physical Damage	4122 Insurance/Liability	-840.72
159...	10/06/2022		Liability Insurance	6140 Insurance/Liability	-4,185.00
			Liability Insurance	4122 Insurance/Liability	-4,185.00
159...	10/06/2022		Property Insurance	6140 Insurance/Liability	-2,432.94
			Property Insurance	4122 Insurance/Liability	-2,432.93
160...	10/06/2022		Workers Comp	6140 Insurance/Liability	-5.78
			Workers Comp	4122 Insurance/Liability	-5.79
160...	10/06/2022		Bonds	4122 Insurance/Liability	-1,760.00
TOTAL					-16,688.88
22087	10/06/2022	Verizon Wireless	Electronic Payment System - S...	Bank of Utah - New 12/14	
952...	10/06/2022		Electronic Payment System - Squ...	4164 Utilities	-129.22
TOTAL					-129.22
22088	10/06/2022	Bell-X 101	Drop Box, New Latch, Fix Door ...	Bank of Utah - New 12/14	
8056	10/06/2022		Drop Box, New Latch, Fix Door & ...	4195 Other General Government	-295.00
TOTAL					-295.00

Honeyville City Check Detail October 2022

Num	Date	Name	Memo	Account	Paid Amount
22089	10/06/2022	Kent's Market - ...	4th of July Candy & Bakery Items	Bank of Utah - New 12/14	
1900	10/06/2022		4th of July Candy & Bakery Items	4190 Community Educ/Promoti...	-354.54
TOTAL					-354.54
	10/11/2022	EFTPS	87-0290076	Bank of Utah - New 12/14	
			87-0290076	Fed & FICA Payable	-598.00
			87-0290076	Fed & FICA Payable	-148.76
			87-0290076	Fed & FICA Payable	-148.76
			87-0290076	Fed & FICA Payable	-636.09
			87-0290076	Fed & FICA Payable	-636.09
TOTAL					-2,167.70
	10/11/2022	Utah State Tax C...	11929357-003-WTH	Bank of Utah - New 12/14	
			11929357-003-WTH	UT Withholding Payable	-1,105.00
TOTAL					-1,105.00
22090	10/12/2022	Boyd Bingham	October Stipend	Bank of Utah - New 12/14	
Octo...	10/12/2022		October Stipend	4110 Mayor	-100.00
TOTAL					-100.00
22091	10/12/2022	Bruce Nelson	October Stipend	Bank of Utah - New 12/14	
Octo...	10/12/2022		October Stipend	4111 City Council	-50.00
TOTAL					-50.00
22092	10/12/2022	Dale Millisap	October Stipend	Bank of Utah - New 12/14	
Octo...	10/12/2022		October Stipend	4111 City Council	-50.00
TOTAL					-50.00
22093	10/12/2022	Dave Hougaard	October Stipend	Bank of Utah - New 12/14	
Octo...	10/12/2022		October Stipend	4111 City Council	-50.00
TOTAL					-50.00
22094	10/12/2022	Kory Wilde	October Stipend	Bank of Utah - New 12/14	
Octo...	10/12/2022		October Stipend	4111 City Council	-50.00
TOTAL					-50.00
22095	10/12/2022	Trevor Gardner	October Stipend	Bank of Utah - New 12/14	
Octo...	10/12/2022		October Stipend	4111 City Council	-50.00
TOTAL					-50.00
22097	10/15/2022	Brittany G Chlar...		Bank of Utah - New 12/14	
				4115 Emp. Wages - Gen. Govt.	-940.00
				4117 Employee Ret. Services	-167.04

Honeyville City

Check Detail

October 2022

Num	Date	Name	Memo	Account	Paid Amount
				401(k) Payable	167.04
				Payroll Expenses	-1.69
				Payroll Liabilities	1.69
				Fed & FICA Payable	27.00
				4116 FICA Expense	-58.28
				Fed & FICA Payable	58.28
				Fed & FICA Payable	58.28
				4116 FICA Expense	-13.63
				Fed & FICA Payable	13.63
				Fed & FICA Payable	13.63
				UT Withholding Payable	20.00
					-821.09
TOTAL					
22098	10/15/2022	Cheyenne L Fra...		Bank of Utah - New 12/14	
				4505 Employee Wages - Parks	-45.50
				4595 Cemetery Wages	-119.00
				4116 FICA Expense	-10.20
				Fed & FICA Payable	10.20
				Fed & FICA Payable	10.20
				4116 FICA Expense	-2.38
				Fed & FICA Payable	2.38
				Fed & FICA Payable	2.38
					-151.92
TOTAL					
22100	10/15/2022	Troy . McNeely		Bank of Utah - New 12/14	
				4505 Employee Wages - Parks	-143.00
				4115 Emp. Wages - Gen. Govt.	-273.00
				6120 Employee Wages	-637.00
				4430 Street Wages	-611.00
				4595 Cemetery Wages	-338.00
				4254 Animal Control Wages	-13.00
				6120 Employee Wages	-65.00
				401(k) Payable	124.80
				4117 Employee Ret. Services	-290.37
				401(k) Payable	290.37
				Fed & FICA Payable	159.00
				4116 FICA Expense	-128.96
				Fed & FICA Payable	128.96
				Fed & FICA Payable	128.96
				4116 FICA Expense	-30.16
				Fed & FICA Payable	30.16
				Fed & FICA Payable	30.16
				UT Withholding Payable	82.00
					-1,555.08
TOTAL					
22101	10/15/2022	Wendy L Lindauer		Bank of Utah - New 12/14	
				4115 Emp. Wages - Gen. Govt.	-212.50
				4116 FICA Expense	-13.18
				Fed & FICA Payable	13.18
				Fed & FICA Payable	13.18
				4116 FICA Expense	-3.08
				Fed & FICA Payable	3.08
				Fed & FICA Payable	3.08
					-196.24
TOTAL					
22096	10/15/2022	Blair Perry		Bank of Utah - New 12/14	
				6120 Employee Wages	-878.99

Honeyville City Check Detail October 2022

Num	Date	Name	Memo	Account	Paid Amount
				6120 Employee Wages	-94.56
				Fed & FICA Payable	138.00
				4116 FICA Expense	-54.49
				Fed & FICA Payable	54.49
				Fed & FICA Payable	54.49
				4116 FICA Expense	-12.74
				Fed & FICA Payable	12.74
				Fed & FICA Payable	12.74
				UT Withholding Payable	16.00
TOTAL					-752.32
22099	10/15/2022	Codey Illum		Bank of Utah - New 12/14	
				4180 Planning & Zoning/BOA	-461.54
				4116 FICA Expense	-28.62
				Fed & FICA Payable	28.62
				Fed & FICA Payable	28.62
				4116 FICA Expense	-6.69
				Fed & FICA Payable	6.69
				Fed & FICA Payable	6.69
				UT Withholding Payable	10.00
TOTAL					-416.23
22102	10/20/2022	Blue Stakes	Billable Notifications	Bank of Utah - New 12/14	
UT2...	10/20/2022		Billable Notifications	4195 Other General Government	-25.22
TOTAL					-25.22
22103	10/20/2022	Box Elder Buildi...	2022 - 3rd Quarter	Bank of Utah - New 12/14	
202...	10/15/2022		2022 - 3rd Quarter	4150 Building Inspections	-11,756.23
TOTAL					-11,756.23
22104	10/20/2022	Box Elder Count...	City Clean Up	Bank of Utah - New 12/14	
02-0...	10/20/2022		City Clean Up	4195 Other General Government	-16.00
TOTAL					-16.00
22105	10/20/2022	Brigham City Co...	T-Coliform Report ID #220926-27	Bank of Utah - New 12/14	
9508	10/20/2022		T-Coliform Report ID #220926-27	6500 Operating Expenses	-40.00
TOTAL					-40.00
22106	10/20/2022	Cache Valley Pu...	Public Works Job Listing	Bank of Utah - New 12/14	
092...	10/20/2022		Public Works Job Listing	4195 Other General Government	-43.76
TOTAL					-43.76
22107	10/20/2022	Dominion Energy		Bank of Utah - New 12/14	
115...	10/20/2022		City Shop	4164 Utilities	-6.75
550...	10/20/2022		City Hall	4164 Utilities	-10.71
241...	10/20/2022		South Well	6210 Utilities	-18.25
TOTAL					-35.71

Honeyville City Check Detail October 2022

Num	Date	Name	Memo	Account	Paid Amount
22108	10/20/2022	Granite Telecom...	City Hall Phone	Bank of Utah - New 12/14	
577...	10/20/2022		City Hall Phone	4164 Utilities	-161.95
TOTAL					-161.95
22109	10/20/2022	Jones & Associa...		Bank of Utah - New 12/14	
21059	10/20/2022		Chlarson/Pinnacle ReZone	4143 - Eng Serv - Sub. Rev.	-967.50
			Brad Hart Lot Line Adjustment	4143 - Eng Serv - Sub. Rev.	-64.50
21060	10/20/2022		Potential Revision to City Code	4144 Engineering Services	-612.75
			General Engineering	4144 Engineering Services	-225.75
			DDW Minimum Sizing Requirement	6150 Engineering Fees	-258.00
			North Well Chlorination - Perman...	6150 Engineering Fees	-96.75
			Water Line along Hwy 38, 6000 N...	6150 Engineering Fees	-2,237.00
			FEMA PDM Studies & Engineering	4144 Engineering Services	-316.50
TOTAL					-4,778.75
22110	10/20/2022	Keevin or Pam N...	Nelson Farms - Subdivision Re...	Bank of Utah - New 12/14	
Sub...	10/15/2022		Nelson Farms - Subdivision Refund	4143-115 Nelson Farms	-2,153.25
TOTAL					-2,153.25
22111	10/20/2022	Miller Gas		Bank of Utah - New 12/14	
240...	10/20/2022		Fuel	6210 Utilities	-712.72
			Fuel	4415 Class "C" Road Expend.	-712.72
			Fuel	4500 Park Expenditures	-305.45
			Fuel	4590 Cemetary Expenditures	-305.44
7063	10/20/2022		Tank Rental	6210 Utilities	-17.50
			Tank Rental	4415 Class "C" Road Expend.	-17.50
			Tank Rental	4500 Park Expenditures	-7.50
			Tank Rental	4590 Cemetary Expenditures	-7.50
TOTAL					-2,086.33
22112	10/20/2022	RICOH USA, INC	Additional Images - July - Sept	Bank of Utah - New 12/14	
506...	10/20/2022		Additional Images - July - Sept	4195 Other General Government	-185.83
TOTAL					-185.83
22113	10/20/2022	Rocky Mountain ...		Bank of Utah - New 12/14	
532...	10/20/2022		City Hall	4164 Utilities	-214.62
			North Well	6210 Utilities	-1,545.40
			Calis Fort Cemetery	4590 Cemetary Expenditures	-46.40
			Streetlights	4410 Highway/Street Lighting	-721.42
			City Shop	4164 Utilities	-71.48
			Honeyville Cemetery	4590 Cemetary Expenditures	-107.29
			Streetlights	4410 Highway/Street Lighting	-11.96
			Streetlights	4410 Highway/Street Lighting	-16.58
			Honeyville Park Cookshack	4500 Park Expenditures	-42.87
			South Well 3-Phase Pump	6210 Utilities	-3,152.00
			Streetlights	4410 Highway/Street Lighting	-38.88
TOTAL					-5,968.90
22114	10/20/2022	STATE OF UTAH ..	2022 - 3rd Quarter	Bank of Utah - New 12/14	
202...	10/15/2022		2022 - 3rd Quarter	4150 Building Inspections	-81.85

Honeyville City Check Detail October 2022

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-81.85
22115	10/20/2022	Thatcher Compa...	T. Chlor & Chlorine	Bank of Utah - New 12/14	
502...	10/20/2022		T. Chlor & Chlorine	6500 Operating Expenses	-785.60
TOTAL					-785.60
	10/21/2022	Utah Retirement ...	372	Bank of Utah - New 12/14	
			372	Payroll Liabilities	-1.26
			372	401(k) Payable	-126.36
			372	401(k) Payable	-418.39
TOTAL					-546.01
	10/21/2022	Utah Retirement ...	372	Bank of Utah - New 12/14	
			372	Payroll Liabilities	-1.69
			372	401(k) Payable	-124.80
			372	401(k) Payable	-457.41
TOTAL					-583.90
22116	10/26/2022	Cardmember Se...		Bank of Utah - New 12/14	
479...	10/26/2022		USPS - Certified Letters	4195 Other General Government	-8.09
			USPS - Deeds & Business License	4195 Other General Government	-6.96
479...	10/26/2022		AED Superstore - AED for Fire Di...	4220 Fire Department	-2,995.00
TOTAL					-3,010.05
22117	10/26/2022	USPS	3,000 Stamped Window Envelo...	Bank of Utah - New 12/14	
Win...	10/26/2022		3,000 Stamped Window Envelopes	4195 Other General Government	-2,053.20
TOTAL					-2,053.20
22119	10/29/2022	Brittany G Chlar...		Bank of Utah - New 12/14	
				4115 Emp. Wages - Gen. Govt.	-765.00
				4117 Employee Ret. Services	-135.94
				401(k) Payable	135.94
				Payroll Expenses	-1.38
				Payroll Liabilities	1.38
				Fed & FICA Payable	10.00
				4116 FICA Expense	-47.43
				Fed & FICA Payable	47.43
				Fed & FICA Payable	47.43
				4116 FICA Expense	-11.09
				Fed & FICA Payable	11.09
				Fed & FICA Payable	11.09
				UT Withholding Payable	9.00
TOTAL					-687.48
22120	10/29/2022	Cheyenne L Fra...		Bank of Utah - New 12/14	
				4505 Employee Wages - Parks	-66.50
				4595 Cemetary Wages	-157.50
				4115 Emp. Wages - Gen. Govt.	-35.00
				4116 FICA Expense	-16.05
				Fed & FICA Payable	16.05

Honeyville City
Check Detail
October 2022

Num	Date	Name	Memo	Account	Paid Amount
				Fed & FICA Payable	16.05
				4116 FICA Expense	-3.76
				Fed & FICA Payable	3.76
				Fed & FICA Payable	3.76
TOTAL					-239.19
22122	10/29/2022	Emma J Wilde	Bank of Utah - New 12/14		
				4595 Cemetary Wages	-228.75
				4505 Employee Wages - Parks	-71.25
				4115 Emp. Wages - Gen. Govt.	-45.00
				4116 FICA Expense	-21.39
				Fed & FICA Payable	21.39
				Fed & FICA Payable	21.39
				4116 FICA Expense	-5.00
				Fed & FICA Payable	5.00
				Fed & FICA Payable	5.00
				UT Withholding Payable	2.00
TOTAL					-316.61
22123	10/29/2022	Troy . McNeely	Bank of Utah - New 12/14		
				4505 Employee Wages - Parks	-130.00
				4115 Emp. Wages - Gen. Govt.	-156.00
				6120 Employee Wages	-1,053.00
				4430 Street Wages	-260.00
				4595 Cemetary Wages	-52.00
				4254 Animal Control Wages	-13.00
				6120 Employee Wages	-416.00
				401(k) Payable	124.80
				4117 Employee Ret. Services	-290.37
				401(k) Payable	290.37
				Fed & FICA Payable	159.00
				4116 FICA Expense	-128.96
				Fed & FICA Payable	128.96
				Fed & FICA Payable	128.96
				4116 FICA Expense	-30.16
				Fed & FICA Payable	30.16
				Fed & FICA Payable	30.16
				UT Withholding Payable	82.00
TOTAL					-1,555.08
22124	10/29/2022	Wendy L Lindauer	Bank of Utah - New 12/14		
				4115 Emp. Wages - Gen. Govt.	-323.00
				4116 FICA Expense	-20.03
				Fed & FICA Payable	20.03
				Fed & FICA Payable	20.03
				4116 FICA Expense	-4.69
				Fed & FICA Payable	4.69
				Fed & FICA Payable	4.69
				UT Withholding Payable	1.00
TOTAL					-297.28
22118	10/29/2022	Blair Perry	Bank of Utah - New 12/14		
				6120 Employee Wages	-878.99
				6120 Employee Wages	-94.56
				Fed & FICA Payable	138.00
				4116 FICA Expense	-54.50
				Fed & FICA Payable	54.50

Honeyville City
Check Detail
October 2022

Num	Date	Name	Memo	Account	Paid Amount
				Fed & FICA Payable	54.50
				4116 FICA Expense	-12.75
				Fed & FICA Payable	12.75
				Fed & FICA Payable	12.75
				UT Withholding Payable	16.00
TOTAL					-752.30
22121	10/29/2022	Codey Illum		Bank of Utah - New 12/14	
				4180 Planning & Zoning/BOA	-461.54
				4116 FICA Expense	-28.61
				Fed & FICA Payable	28.61
				Fed & FICA Payable	28.61
				4116 FICA Expense	-6.69
				Fed & FICA Payable	6.69
				Fed & FICA Payable	6.69
				UT Withholding Payable	10.00
TOTAL					-416.24
	10/31/2022	EFTPS	87-0290076	Bank of Utah - New 12/14	
			87-0290076	Fed & FICA Payable	-627.00
			87-0290076	Fed & FICA Payable	-141.32
			87-0290076	Fed & FICA Payable	-141.32
			87-0290076	Fed & FICA Payable	-604.25
			87-0290076	Fed & FICA Payable	-604.25
TOTAL					-2,118.14

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Honeyville City

Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Deposit		10/03/2022	Bank of Utah - New 12/14	801.00
			3480 Cemeteries (Burial Plots)	-100.00
Payment		10/03/2022	Undeposited Funds	-130.00
Payment	21245...	10/03/2022	Undeposited Funds	-40.00
Payment	21201...	10/03/2022	Undeposited Funds	-8.00
Payment	117	10/03/2022	Undeposited Funds	-40.00
Payment	3150	10/03/2022	Undeposited Funds	-105.00
Payment	21615...	10/03/2022	Undeposited Funds	-40.00
Payment	21744...	10/03/2022	Undeposited Funds	-50.00
Payment	995012	10/03/2022	Undeposited Funds	-40.00
Payment	5687	10/03/2022	Undeposited Funds	-88.00
Payment	21418...	10/03/2022	Undeposited Funds	-120.00
Payment	21524...	10/03/2022	Undeposited Funds	-40.00
TOTAL				-801.00
Deposit		10/04/2022	Bank of Utah - New 12/14	408.00
Payment	924	10/04/2022	Undeposited Funds	-51.00
Payment	7391	10/04/2022	Undeposited Funds	-40.00
Payment	240	10/04/2022	Undeposited Funds	-40.00
Payment	428	10/04/2022	Undeposited Funds	-40.00
Payment	213	10/04/2022	Undeposited Funds	-40.00
Payment	7759	10/04/2022	Undeposited Funds	-67.00
Payment	3891	10/04/2022	Undeposited Funds	-40.00
Payment	15230...	10/04/2022	Undeposited Funds	-50.00
Payment	4511	10/04/2022	Undeposited Funds	-40.00
TOTAL				-408.00
Deposit		10/04/2022	Bank of Utah - New 12/14	188.84
			3480 Cemeteries (Burial Plots)	-156.00
			3480 Cemeteries (Burial Plots)	7.16
Payment		10/04/2022	Undeposited Funds	-40.00
TOTAL				-188.84
Deposit		10/04/2022	Bank of Utah - New 12/14	67.25
			3210 Business Licenses/Permits	-30.00
			6010 Charges for Services	2.75
Payment		10/04/2022	Undeposited Funds	-40.00
TOTAL				-67.25
Deposit		10/04/2022	Bank of Utah - New 12/14	77.17
			6010 Charges for Services	2.83
Payment		10/05/2022	Undeposited Funds	-55.00
Payment		10/05/2022	Undeposited Funds	-25.00
TOTAL				-77.17
Deposit		10/06/2022	Bank of Utah - New 12/14	1,103.00
Payment	1367	10/06/2022	Undeposited Funds	-40.00
Payment	702	10/06/2022	Undeposited Funds	-40.00
Payment	1802	10/06/2022	Undeposited Funds	-79.00
Payment	3729	10/06/2022	Undeposited Funds	-62.00
Payment	1746	10/06/2022	Undeposited Funds	-104.00
Payment	5361	10/06/2022	Undeposited Funds	-114.00
Payment	143	10/06/2022	Undeposited Funds	-183.00

Honeyville City

Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Payment	5341	10/06/2022	Undeposited Funds	-46.00
Payment	1238	10/06/2022	Undeposited Funds	-70.00
Payment	5279	10/06/2022	Undeposited Funds	-40.00
Payment	4398	10/06/2022	Undeposited Funds	-53.00
Payment	895051	10/06/2022	Undeposited Funds	-40.00
Payment	6196	10/06/2022	Undeposited Funds	-40.00
Payment	19804...	10/06/2022	Undeposited Funds	-40.00
Payment	22355...	10/06/2022	Undeposited Funds	-65.00
Payment	800156	10/06/2022	Undeposited Funds	-47.00
Payment	22156...	10/06/2022	Undeposited Funds	-40.00
TOTAL				-1,103.00
Deposit		10/06/2022	Bank of Utah - New 12/14	1,073.00
Payment	509	10/06/2022	Undeposited Funds	-47.00
Payment	4	10/06/2022	Undeposited Funds	-40.00
Payment	562	10/06/2022	Undeposited Funds	-40.00
Payment	140	10/06/2022	Undeposited Funds	-40.00
Payment	5574	10/06/2022	Undeposited Funds	-86.00
Payment	7320	10/06/2022	Undeposited Funds	-40.00
Payment	1319	10/06/2022	Undeposited Funds	-63.00
Payment	3709	10/06/2022	Undeposited Funds	-65.00
Payment	1083	10/06/2022	Undeposited Funds	-40.00
Payment	268	10/06/2022	Undeposited Funds	-40.00
Payment	4743	10/06/2022	Undeposited Funds	-40.00
Payment	376	10/06/2022	Undeposited Funds	-110.00
Payment	8888	10/06/2022	Undeposited Funds	-53.00
Payment	8937	10/06/2022	Undeposited Funds	-76.00
Payment	8938	10/06/2022	Undeposited Funds	-40.00
Payment	2234	10/06/2022	Undeposited Funds	-150.00
Payment	254	10/06/2022	Undeposited Funds	-40.00
Payment	235	10/06/2022	Undeposited Funds	-63.00
TOTAL				-1,073.00
Deposit		10/06/2022	Bank of Utah - New 12/14	296.00
Payment	1872	10/06/2022	Undeposited Funds	-40.00
Payment	8425	10/06/2022	Undeposited Funds	-40.00
Payment	27440...	10/06/2022	Undeposited Funds	-62.00
Payment	5698	10/06/2022	Undeposited Funds	-40.00
Payment	29338...	10/06/2022	Undeposited Funds	-28.00
Payment	3449	10/06/2022	Undeposited Funds	-40.00
Payment	5337	10/06/2022	Undeposited Funds	-46.00
TOTAL				-296.00
Deposit		10/06/2022	Bank of Utah - New 12/14	713.94
			6010 Charges for Services	21.86
Payment		10/06/2022	Undeposited Funds	-64.00
Payment		10/06/2022	Undeposited Funds	-161.80
Payment		10/06/2022	Undeposited Funds	-40.00
Payment		10/06/2022	Undeposited Funds	-80.00
Payment		10/06/2022	Undeposited Funds	-40.00
Payment		10/06/2022	Undeposited Funds	-350.00
TOTAL				-713.94
Deposit		10/07/2022	Bank of Utah - New 12/14	872.00
Payment		10/07/2022	Undeposited Funds	-40.00
Payment		10/07/2022	Undeposited Funds	-40.00
Payment	405	10/07/2022	Undeposited Funds	-40.00

Honeyville City

Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Payment	19809...	10/07/2022	Undeposited Funds	-40.00
Payment	1626	10/07/2022	Undeposited Funds	-128.00
Payment	1593	10/07/2022	Undeposited Funds	-121.00
Payment	14931	10/07/2022	Undeposited Funds	-198.00
Payment	4440	10/07/2022	Undeposited Funds	-65.00
Payment	171	10/07/2022	Undeposited Funds	-40.00
Payment	4397	10/07/2022	Undeposited Funds	-120.00
Payment	371	10/07/2022	Undeposited Funds	-40.00
TOTAL				-872.00
Deposit		10/07/2022	Bank of Utah - New 12/14	566.08
			6010 Charges for Services	15.52
Payment		10/07/2022	Undeposited Funds	-120.00
Payment		10/07/2022	Undeposited Funds	-161.80
Payment		10/07/2022	Undeposited Funds	-40.00
Payment		10/07/2022	Undeposited Funds	-259.80
TOTAL				-566.08
Deposit		10/08/2022	Bank of Utah - New 12/14	1,084.00
Payment	907	10/08/2022	Undeposited Funds	-40.00
Payment	8000093	10/08/2022	Undeposited Funds	-60.00
Payment	5552	10/08/2022	Undeposited Funds	-119.00
Payment	10155	10/08/2022	Undeposited Funds	-73.00
Payment	2968	10/08/2022	Undeposited Funds	-40.00
Payment	141	10/08/2022	Undeposited Funds	-61.00
Payment	4304	10/08/2022	Undeposited Funds	-40.00
Payment	3947	10/08/2022	Undeposited Funds	-43.00
Payment	123	10/08/2022	Undeposited Funds	-40.00
Payment	6574	10/08/2022	Undeposited Funds	-40.00
Payment	7202	10/08/2022	Undeposited Funds	-40.00
Payment	338	10/08/2022	Undeposited Funds	-40.00
Payment	284	10/08/2022	Undeposited Funds	-80.00
Payment	1366	10/08/2022	Undeposited Funds	-40.00
Payment	8745	10/08/2022	Undeposited Funds	-40.00
Payment	12	10/08/2022	Undeposited Funds	-56.00
Payment	3217	10/08/2022	Undeposited Funds	-86.00
Payment	5885	10/08/2022	Undeposited Funds	-146.00
TOTAL				-1,084.00
Deposit		10/08/2022	Bank of Utah - New 12/14	1,542.86
			3110 General Property Taxes	-1,542.86
TOTAL				-1,542.86
Deposit		10/10/2022	Bank of Utah - New 12/14	279.00
			3480 Cemeteries (Burial Plots)	-100.00
Payment	3025	10/10/2022	Undeposited Funds	-40.00
Payment	2521	10/10/2022	Undeposited Funds	-59.00
Payment	1224	10/10/2022	Undeposited Funds	-40.00
Payment	1985	10/10/2022	Undeposited Funds	-40.00
TOTAL				-279.00
Deposit		10/11/2022	Bank of Utah - New 12/14	508.00
Payment	1390	10/11/2022	Undeposited Funds	-40.00
Payment	3327	10/11/2022	Undeposited Funds	-40.00
Payment	3251	10/11/2022	Undeposited Funds	-85.00

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Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Payment	1305	10/11/2022	Undeposited Funds	-57.00
Payment	1258	10/11/2022	Undeposited Funds	-71.00
Payment	2613	10/11/2022	Undeposited Funds	-40.00
Payment	1270	10/11/2022	Undeposited Funds	-40.00
Payment	5869	10/11/2022	Undeposited Funds	-40.00
Payment	7164	10/11/2022	Undeposited Funds	-55.00
Payment	3857	10/11/2022	Undeposited Funds	-40.00
TOTAL				-508.00
Deposit		10/11/2022	Bank of Utah - New 12/14	1,278.00
Payment		08/31/2022	Undeposited Funds	-40.00
Payment	5052	08/31/2022	Undeposited Funds	-44.00
Payment	122	08/31/2022	Undeposited Funds	-40.00
Payment	4696	08/31/2022	Undeposited Funds	-142.00
Payment	319	08/31/2022	Undeposited Funds	-120.00
Payment	995096	08/31/2022	Undeposited Funds	-61.00
Payment	995153	08/31/2022	Undeposited Funds	-40.00
Payment	5787	08/31/2022	Undeposited Funds	-200.00
Payment	2936	08/31/2022	Undeposited Funds	-40.00
Payment	5878	08/31/2022	Undeposited Funds	-40.00
Payment	995153	08/31/2022	Undeposited Funds	-40.00
Payment	5863	08/31/2022	Undeposited Funds	-40.00
Payment	23137...	08/31/2022	Undeposited Funds	-113.00
Payment	5728	08/31/2022	Undeposited Funds	-40.00
Payment	23257...	08/31/2022	Undeposited Funds	-60.00
Payment	23133...	08/31/2022	Undeposited Funds	-93.00
Payment	23292...	08/31/2022	Undeposited Funds	-55.00
Payment	23111...	08/31/2022	Undeposited Funds	-70.00
TOTAL				-1,278.00
Deposit		10/11/2022	Bank of Utah - New 12/14	932.00
Payment	23414...	08/31/2022	Undeposited Funds	-51.00
Payment	23275...	08/31/2022	Undeposited Funds	-40.00
Payment	23429...	08/31/2022	Undeposited Funds	-50.00
Payment	23184...	08/31/2022	Undeposited Funds	-44.00
Payment	22978...	08/31/2022	Undeposited Funds	-60.00
Payment	23504...	08/31/2022	Undeposited Funds	-43.00
Payment	28170...	08/31/2022	Undeposited Funds	-80.00
Payment	23278...	08/31/2022	Undeposited Funds	-40.00
Payment	22935...	08/31/2022	Undeposited Funds	-80.00
Payment	22897...	08/31/2022	Undeposited Funds	-40.00
Payment	22895...	08/31/2022	Undeposited Funds	-67.00
Payment	22861...	08/31/2022	Undeposited Funds	-65.00
Payment	27929...	08/31/2022	Undeposited Funds	-50.00
Payment	22749...	08/31/2022	Undeposited Funds	-40.00
Payment	22632...	08/31/2022	Undeposited Funds	-40.00
Payment	800072	08/31/2022	Undeposited Funds	-62.00
Payment	152	08/31/2022	Undeposited Funds	-40.00
Payment	29380...	08/31/2022	Undeposited Funds	-40.00
TOTAL				-932.00
Deposit		10/11/2022	Bank of Utah - New 12/14	1,321.00
			3413 Zoning & Subdivision Fees	-1,000.00
Payment	554	08/31/2022	Undeposited Funds	-91.00
Payment	1476	08/31/2022	Undeposited Funds	-110.00
Payment	28184...	08/31/2022	Undeposited Funds	-80.00
Payment	28184...	08/31/2022	Undeposited Funds	-40.00
TOTAL				-1,321.00

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Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Deposit		10/12/2022	Bank of Utah - New 12/14	1,222.00
Payment		10/12/2022	Undeposited Funds	-45.00
Payment	735	10/12/2022	Undeposited Funds	-76.00
Payment	1137	10/12/2022	Undeposited Funds	-42.00
Payment	4366	10/12/2022	Undeposited Funds	-90.00
Payment	3093	10/12/2022	Undeposited Funds	-54.00
Payment	3486	10/12/2022	Undeposited Funds	-40.00
Payment	2099	10/12/2022	Undeposited Funds	-40.00
Payment	365	10/12/2022	Undeposited Funds	-60.00
Payment	800108	10/12/2022	Undeposited Funds	-40.00
Payment	39868...	10/12/2022	Undeposited Funds	-232.00
Payment	19823...	10/12/2022	Undeposited Funds	-18.00
Payment	3872	10/12/2022	Undeposited Funds	-40.00
Payment	3872	10/12/2022	Undeposited Funds	-40.00
Payment	60076	10/12/2022	Undeposited Funds	-40.00
Payment	39868...	10/12/2022	Undeposited Funds	-200.00
Payment	19820...	10/12/2022	Undeposited Funds	-40.00
Payment	800105	10/12/2022	Undeposited Funds	-40.00
Payment	3348	10/12/2022	Undeposited Funds	-85.00
TOTAL				-1,222.00
Deposit		10/12/2022	Bank of Utah - New 12/14	563.00
Payment	7739	10/12/2022	Undeposited Funds	-44.00
Payment	19819...	10/12/2022	Undeposited Funds	-50.00
Payment	500120	10/12/2022	Undeposited Funds	-40.00
Payment	447	10/12/2022	Undeposited Funds	-40.00
Payment	1827	10/12/2022	Undeposited Funds	-101.00
Payment	7629	10/12/2022	Undeposited Funds	-68.00
Payment	29361...	10/12/2022	Undeposited Funds	-40.00
Payment	2296	10/12/2022	Undeposited Funds	-40.00
Payment	31036	10/12/2022	Undeposited Funds	-140.00
TOTAL				-563.00
Deposit		10/12/2022	Bank of Utah - New 12/14	63.11
			6010 Charges for Services	1.89
Payment		10/12/2022	Undeposited Funds	-25.00
Payment		10/12/2022	Undeposited Funds	-40.00
TOTAL				-63.11
Deposit		10/17/2022	Bank of Utah - New 12/14	534.96
			6010 Charges for Services	17.20
Payment		10/17/2022	Undeposited Funds	-118.00
Payment		10/17/2022	Undeposited Funds	-200.00
Payment		10/17/2022	Undeposited Funds	-49.00
Payment		10/17/2022	Undeposited Funds	-100.00
Payment		10/17/2022	Undeposited Funds	-85.16
TOTAL				-534.96
Deposit		10/18/2022	Bank of Utah - New 12/14	1,048.00
Payment		10/18/2022	Undeposited Funds	-40.00
Payment	2026	10/18/2022	Undeposited Funds	-46.00
Payment	1608	10/18/2022	Undeposited Funds	-65.00
Payment	1290	10/18/2022	Undeposited Funds	-40.00
Payment	2883	10/18/2022	Undeposited Funds	-40.00
Payment	165	10/18/2022	Undeposited Funds	-40.00

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Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Payment	640	10/18/2022	Undeposited Funds	-262.00
Payment	540	10/18/2022	Undeposited Funds	-40.00
Payment	607	10/18/2022	Undeposited Funds	-40.00
Payment	25540	10/18/2022	Undeposited Funds	-42.00
Payment	282	10/18/2022	Undeposited Funds	-40.00
Payment	14337...	10/18/2022	Undeposited Funds	-40.00
Payment	60118	10/18/2022	Undeposited Funds	-40.00
Payment	60025	10/18/2022	Undeposited Funds	-120.00
Payment	29395...	10/18/2022	Undeposited Funds	-40.00
Payment	800003	10/18/2022	Undeposited Funds	-20.00
Payment	800247	10/18/2022	Undeposited Funds	-93.00
TOTAL				-1,048.00
Deposit				
		10/18/2022	Bank of Utah - New 12/14	1,136.00
Payment	106085	10/18/2022	Undeposited Funds	-140.00
Payment	145	10/18/2022	Undeposited Funds	-53.00
Payment	19842...	10/18/2022	Undeposited Funds	-96.00
Payment	265	10/18/2022	Undeposited Funds	-40.00
Payment	29415...	10/18/2022	Undeposited Funds	-50.00
Payment	29415...	10/18/2022	Undeposited Funds	-80.00
Payment	511	10/18/2022	Undeposited Funds	-150.00
Payment	1940	10/18/2022	Undeposited Funds	-40.00
Payment	125	10/18/2022	Undeposited Funds	-62.00
Payment	1726	10/18/2022	Undeposited Funds	-40.00
Payment	4433	10/18/2022	Undeposited Funds	-40.00
Payment	5600	10/18/2022	Undeposited Funds	-40.00
Payment	594	10/18/2022	Undeposited Funds	-120.00
Payment	219	10/18/2022	Undeposited Funds	-40.00
Payment	208	10/18/2022	Undeposited Funds	-46.00
Payment	152	10/18/2022	Undeposited Funds	-59.00
Payment	1394	10/18/2022	Undeposited Funds	-40.00
TOTAL				-1,136.00
Deposit				
		10/18/2022	Bank of Utah - New 12/14	955.00
Payment	3099	10/18/2022	Undeposited Funds	-40.00
Payment	19832...	10/18/2022	Undeposited Funds	-40.00
Payment	957	10/18/2022	Undeposited Funds	-50.00
Payment	60302	10/18/2022	Undeposited Funds	-89.00
Payment	139	10/18/2022	Undeposited Funds	-49.00
Payment	2744	10/18/2022	Undeposited Funds	-40.00
Payment	15588	10/18/2022	Undeposited Funds	-49.00
Payment	1754	10/18/2022	Undeposited Funds	-91.00
Payment	19832...	10/18/2022	Undeposited Funds	-40.00
Payment	55013	10/18/2022	Undeposited Funds	-107.00
Payment	19832...	10/18/2022	Undeposited Funds	-40.00
Payment	1535	10/18/2022	Undeposited Funds	-52.00
Payment	19832...	10/18/2022	Undeposited Funds	-40.00
Payment	7480	10/18/2022	Undeposited Funds	-40.00
Payment	4389	10/18/2022	Undeposited Funds	-40.00
Payment	19826...	10/18/2022	Undeposited Funds	-50.00
Payment	19826...	10/18/2022	Undeposited Funds	-40.00
Payment	19826...	10/18/2022	Undeposited Funds	-58.00
TOTAL				-955.00
Deposit				
		10/18/2022	Bank of Utah - New 12/14	1,238.00
Payment	80000...	10/18/2022	Undeposited Funds	-40.00
Payment	23882...	10/18/2022	Undeposited Funds	-126.00
Payment	8000077	10/18/2022	Undeposited Funds	-40.00
Payment	23753...	10/18/2022	Undeposited Funds	-102.00
Payment	23964...	10/18/2022	Undeposited Funds	-150.00

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Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Payment	23967...	10/18/2022	Undeposited Funds	-100.00
Payment	23874...	10/18/2022	Undeposited Funds	-93.00
Payment	24055...	10/18/2022	Undeposited Funds	-80.00
Payment	23996...	10/18/2022	Undeposited Funds	-90.00
Payment	23667...	10/18/2022	Undeposited Funds	-60.00
Payment	23877...	10/18/2022	Undeposited Funds	-49.00
Payment	23975...	10/18/2022	Undeposited Funds	-42.00
Payment	23990...	10/18/2022	Undeposited Funds	-40.00
Payment	23909...	10/18/2022	Undeposited Funds	-20.00
Payment	28369...	10/18/2022	Undeposited Funds	-46.00
Payment	1281	10/18/2022	Undeposited Funds	-40.00
Payment	1769	10/18/2022	Undeposited Funds	-40.00
Payment	5496	10/18/2022	Undeposited Funds	-80.00
TOTAL				-1,238.00
Deposit		10/18/2022	Bank of Utah - New 12/14	861.00
			3221 Building, Structures Etc.	-805.00
Payment	1676	10/18/2022	Undeposited Funds	-56.00
TOTAL				-861.00
Deposit		10/18/2022	Bank of Utah - New 12/14	555.54
			6010 Charges for Services	17.46
Payment		10/18/2022	Undeposited Funds	-350.00
Payment		10/18/2022	Undeposited Funds	-40.00
Payment		10/18/2022	Undeposited Funds	-60.00
Payment		10/18/2022	Undeposited Funds	-123.00
TOTAL				-555.54
Deposit		10/19/2022	Bank of Utah - New 12/14	1,277.52
Payment		10/19/2022	Undeposited Funds	-150.00
Payment	13314	10/19/2022	Undeposited Funds	-40.00
Payment	28852...	10/19/2022	Undeposited Funds	-90.52
Payment	7583	10/19/2022	Undeposited Funds	-40.00
Payment	24300...	10/19/2022	Undeposited Funds	-63.00
Payment	24608...	10/19/2022	Undeposited Funds	-52.00
Payment	2436	10/19/2022	Undeposited Funds	-40.00
Payment	24585...	10/19/2022	Undeposited Funds	-50.00
Payment	4653	10/19/2022	Undeposited Funds	-250.00
Payment	24363...	10/19/2022	Undeposited Funds	-41.00
Payment	4310	10/19/2022	Undeposited Funds	-44.00
Payment	24466...	10/19/2022	Undeposited Funds	-40.00
Payment	28844...	10/19/2022	Undeposited Funds	-40.00
Payment	24552...	10/19/2022	Undeposited Funds	-40.00
Payment	28696...	10/19/2022	Undeposited Funds	-82.00
Payment	24495...	10/19/2022	Undeposited Funds	-40.00
Payment	28576...	10/19/2022	Undeposited Funds	-62.00
Payment	24171...	10/19/2022	Undeposited Funds	-113.00
TOTAL				-1,277.52
Deposit		10/19/2022	Bank of Utah - New 12/14	411.00
Payment	2854	10/19/2022	Undeposited Funds	-80.00
Payment	5948	10/19/2022	Undeposited Funds	-40.00
Payment	4347	10/19/2022	Undeposited Funds	-92.00
Payment	2045	10/19/2022	Undeposited Funds	-40.00
Payment	673	10/19/2022	Undeposited Funds	-40.00
Payment	29420...	10/19/2022	Undeposited Funds	-75.00
Payment	29420...	10/19/2022	Undeposited Funds	-44.00

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Deposit Detail

October 2022

Type	Num	Date	Account	Amount
TOTAL				-411.00
Deposit		10/19/2022	Bank of Utah - New 12/14	287.23
Payment		10/19/2022	6010 Charges for Services	8.37
			Undeposited Funds	-295.60
TOTAL				-287.23
Deposit		10/20/2022	Bank of Utah - New 12/14	487.00
Payment	192	10/20/2022	Undeposited Funds	-40.00
Payment	9187	10/20/2022	Undeposited Funds	-95.00
Payment	872	10/20/2022	Undeposited Funds	-287.00
Payment	4058	10/20/2022	Undeposited Funds	-65.00
TOTAL				-487.00
Deposit		10/20/2022	Bank of Utah - New 12/14	734.00
Payment		10/20/2022	Undeposited Funds	-50.00
Payment	3806	10/20/2022	Undeposited Funds	-120.00
Payment	7124	10/20/2022	Undeposited Funds	-61.00
Payment	242	10/20/2022	Undeposited Funds	-140.00
Payment	7426	10/20/2022	Undeposited Funds	-86.00
Payment	2000193	10/20/2022	Undeposited Funds	-17.00
Payment	5850	10/20/2022	Undeposited Funds	-160.00
Payment	8000051	10/20/2022	Undeposited Funds	-60.00
Payment	1663	10/20/2022	Undeposited Funds	-40.00
TOTAL				-734.00
Deposit		10/21/2022	Bank of Utah - New 12/14	5,132.00
			3221 Building, Structures Etc.	-4,451.00
Payment	19849...	10/21/2022	Undeposited Funds	-67.00
Payment	870	10/21/2022	Undeposited Funds	-120.00
Payment	24692...	10/21/2022	Undeposited Funds	-40.00
Payment	24996...	10/21/2022	Undeposited Funds	-40.00
Payment	995334	10/21/2022	Undeposited Funds	-49.00
Payment	25067...	10/21/2022	Undeposited Funds	-40.00
Payment	25227...	10/21/2022	Undeposited Funds	-40.00
Payment	25120...	10/21/2022	Undeposited Funds	-80.00
Payment	25177...	10/21/2022	Undeposited Funds	-125.00
Payment	5457	10/21/2022	Undeposited Funds	-80.00
TOTAL				-5,132.00
Deposit		10/24/2022	Bank of Utah - New 12/14	1,377.00
Payment	466	10/24/2022	Undeposited Funds	-200.00
Payment	1760	10/24/2022	Undeposited Funds	-80.00
Payment	60178	10/24/2022	Undeposited Funds	-98.00
Payment	29456...	10/24/2022	Undeposited Funds	-142.00
Payment	78130...	10/24/2022	Undeposited Funds	-93.00
Payment	60281	10/24/2022	Undeposited Funds	-38.00
Payment	18871...	10/24/2022	Undeposited Funds	-160.00
Payment	18871...	10/24/2022	Undeposited Funds	-76.00
Payment	1800	10/24/2022	Undeposited Funds	-40.00
Payment	160213	10/24/2022	Undeposited Funds	-70.00
Payment	25315...	10/24/2022	Undeposited Funds	-37.00
Payment	29127...	10/24/2022	Undeposited Funds	-40.00
Payment	25379...	10/24/2022	Undeposited Funds	-40.00
Payment	25362...	10/24/2022	Undeposited Funds	-40.00

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Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Payment	29387...	10/24/2022	Undeposited Funds	-84.00
Payment	25263...	10/24/2022	Undeposited Funds	-59.00
Payment	5202	10/24/2022	Undeposited Funds	-40.00
Payment	25566...	10/24/2022	Undeposited Funds	-40.00
TOTAL				-1,377.00
Deposit		10/24/2022	Bank of Utah - New 12/14	1,408.00
Payment	29435...	10/24/2022	Undeposited Funds	-205.00
Payment	29449...	10/24/2022	Undeposited Funds	-66.00
Payment	29427...	10/24/2022	Undeposited Funds	-69.00
Payment	2538	10/24/2022	Undeposited Funds	-40.00
Payment	1247	10/24/2022	Undeposited Funds	-40.00
Payment	2054	10/24/2022	Undeposited Funds	-40.00
Payment	1559	10/24/2022	Undeposited Funds	-62.00
Payment	4203	10/24/2022	Undeposited Funds	-733.00
Payment	5135	10/24/2022	Undeposited Funds	-40.00
Payment	5720	10/24/2022	Undeposited Funds	-73.00
Payment	19855...	10/24/2022	Undeposited Funds	-40.00
TOTAL				-1,408.00
Deposit		10/24/2022	Bank of Utah - New 12/14	262.74
Payment		10/24/2022	6010 Charges for Services Undeposited Funds	9.68 -272.42
TOTAL				-262.74
Deposit		10/24/2022	Bank of Utah - New 12/14	47.13
Payment		10/24/2022	6010 Charges for Services Undeposited Funds	1.87 -49.00
TOTAL				-47.13
Deposit		10/25/2022	Bank of Utah - New 12/14	1,420.00
Payment		10/25/2022	Undeposited Funds	-100.00
Payment		10/25/2022	Undeposited Funds	-80.00
Payment	7764	10/25/2022	Undeposited Funds	-40.00
Payment	22535	10/25/2022	Undeposited Funds	-1,058.00
Payment	1	10/25/2022	Undeposited Funds	-40.00
Payment	5970	10/25/2022	Undeposited Funds	-102.00
TOTAL				-1,420.00
Deposit		10/25/2022	Bank of Utah - New 12/14	116.61
			3221 Building, Structures Etc.	-121.00
			3221 Building, Structures Etc.	4.39
TOTAL				-116.61
Deposit		10/26/2022	Bank of Utah - New 12/14	276.39
Payment		10/26/2022	6010 Charges for Services Undeposited Funds	10.18 -286.57
TOTAL				-276.39
Deposit		10/31/2022	Bank of Utah - New 12/14	1,071.00

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Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Payment	29703...	10/31/2022	Undeposited Funds	-40.00
Payment	25641...	10/31/2022	Undeposited Funds	-40.00
Payment	25679...	10/31/2022	Undeposited Funds	-40.00
Payment	26180...	10/31/2022	Undeposited Funds	-100.00
Payment	25691...	10/31/2022	Undeposited Funds	-86.00
Payment	165	10/31/2022	Undeposited Funds	-40.00
Payment	238	10/31/2022	Undeposited Funds	-40.00
Payment	25767...	10/31/2022	Undeposited Funds	-40.00
Payment	26099...	10/31/2022	Undeposited Funds	-40.00
Payment	1480	10/31/2022	Undeposited Funds	-40.00
Payment	15230...	10/31/2022	Undeposited Funds	-72.00
Payment	511	10/31/2022	Undeposited Funds	-40.00
Payment	522	10/31/2022	Undeposited Funds	-36.00
Payment	5691	10/31/2022	Undeposited Funds	-77.00
Payment	559	10/31/2022	Undeposited Funds	-40.00
Payment	29474...	10/31/2022	Undeposited Funds	-40.00
Payment	1009	10/31/2022	Undeposited Funds	-200.00
Payment	9057	10/31/2022	Undeposited Funds	-60.00
TOTAL				-1,071.00
Deposit		10/31/2022	Bank of Utah - New 12/14	84.64
			6010 Charges for Services	2.36
Payment		10/31/2022	Undeposited Funds	-87.00
TOTAL				-84.64
Deposit		10/31/2022	Bank of Utah - New 12/14	1,770.00
Payment		10/31/2022	Undeposited Funds	-110.00
Payment	800140	10/31/2022	Undeposited Funds	-43.00
Payment	21306	10/31/2022	Undeposited Funds	-80.00
Payment		10/31/2022	Undeposited Funds	-80.00
Payment	21306	10/31/2022	Undeposited Funds	-80.00
Payment	21306	10/31/2022	Undeposited Funds	-80.00
Payment	3050	10/31/2022	Undeposited Funds	-53.00
Payment	4711	10/31/2022	Undeposited Funds	-162.00
Payment	5621	10/31/2022	Undeposited Funds	-211.00
Payment		10/31/2022	Undeposited Funds	-40.00
Payment	3901	10/31/2022	Undeposited Funds	-40.00
Payment	21380	10/31/2022	Undeposited Funds	-40.00
Payment	5481	10/31/2022	Undeposited Funds	-82.00
Payment	5481	10/31/2022	Undeposited Funds	-40.00
Payment	5481	10/31/2022	Undeposited Funds	-157.00
Payment	5481	10/31/2022	Undeposited Funds	-258.00
Payment	1197	10/31/2022	Undeposited Funds	-80.00
Payment	4770	10/31/2022	Undeposited Funds	-134.00
TOTAL				-1,770.00
Deposit		10/31/2022	Bank of Utah - New 12/14	759.00
Payment		10/31/2022	Undeposited Funds	-200.00
Payment	10175	10/31/2022	Undeposited Funds	-149.00
Payment	195	10/31/2022	Undeposited Funds	-40.00
Payment	9058	10/31/2022	Undeposited Funds	-85.00
Payment	500124	10/31/2022	Undeposited Funds	-78.00
Payment	19864...	10/31/2022	Undeposited Funds	-40.00
Payment	19864...	10/31/2022	Undeposited Funds	-40.00
Payment	126	10/31/2022	Undeposited Funds	-47.00
Payment	596	10/31/2022	Undeposited Funds	-80.00
TOTAL				-759.00

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Honeyville City

Deposit Detail

October 2022

Type	Num	Date	Account	Amount
Deposit		10/31/2022	Bank of Utah - New 12/14	708.90
Payment	2454	10/31/2022	Undeposited Funds	-80.00
Payment	7144	10/31/2022	Undeposited Funds	-284.90
Payment	600	10/31/2022	Undeposited Funds	-40.00
Payment	1075	10/31/2022	Undeposited Funds	-80.00
Payment	1074	10/31/2022	Undeposited Funds	-73.00
Payment	29501...	10/31/2022	Undeposited Funds	-71.00
Payment	60295	10/31/2022	Undeposited Funds	-40.00
Payment	28087...	10/31/2022	Undeposited Funds	-40.00
TOTAL				-708.90
Deposit		10/31/2022	Bank of Utah - New 12/14	49.00
Payment	60403	10/31/2022	Undeposited Funds	-49.00
TOTAL				-49.00
Deposit		10/31/2022	Bank of Utah - New 12/14	187.87
			6010 Charges for Services	7.13
Payment		10/31/2022	Undeposited Funds	-49.00
Payment		10/31/2022	Undeposited Funds	-146.00
TOTAL				-187.87