

**MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**  
**Thursday, October 20, 2022, 6:45 p.m.**  
**Ogden Valley Library, 131 South 7400 East, Huntsville, Utah**

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Excused
Kevin Anderson	Council Member	Present
Sandy Hunter	Council Member	Present
Artie Powell	Council Member	Present
Beckki Endicott	Clerk	Excused
William Morris	Legal Counsel	Excused

**Zoom:** Sandy Hunter joined on

**Citizens:** Sheree Evans-Treasurer, Ron Gault, Lt. Ryan, Jay and Katherine Wich

1-Mayor Sorensen called the meeting to order. There is a full quorum present.

2-Pledge of Allegiance led by Lt. Ryan.

3-Opening Ceremony given by TCM Bruce Ahlstrom.

4-Public Comments:

Ron Gault commented that he had received two bids regarding to clean out the back wash ponds. The bids received were for \$4500. He also received bids for refurbished motors for the chlorine injection systems for \$3500. He stated that these funds would qualify under the money received from ARPA. The Town Council had previously approved the ARPA funds to be used for maintenance on the water system. The back up generator is currently under construction at a cost of approximately \$30,000. These expenditures would add an additional \$8,000. Sheree Evans stated Huntsville Town had received \$70,000 in ARPA funds. They spent \$7,000 on the Children's Justice Center Project. There are additional funds for water expenditures. The TC agreed they are in favor of spending those preapproved funds for water system maintenance.

TC Anderson motioned to approve the funds as listed. Mayor Sorensen seconded the motion. Roll Call Vote. All Votes Aye. Motion is approved. Votes are reflected below.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom				X
CM Kevin Anderson	X			
CM Sandy Hunter				X
CM Artie Powell	X			

5-Sheriff's Report: Lt. Ryan reported there were about 50 calls for service in September. There is nothing noteworthy about the calls. The majority of the calls were for traffic stops.

6-Discussion and/or action on approval of minutes for work session minutes on August 4, 2022. (Attachment #1) **TCM Anderson motioned to approve the minutes for work session minutes on August 4, 2022.** TCM Powell seconded the motion. All votes Aye. Motion passed.

7-Discussion and/or action on approval of the minutes for Town Council Meeting on August 4, 2022. (Attachment #2) **TCM Anderson motioned to approve the minutes for Town Council Meeting minutes on August 4, 2022.** TCM Powell seconded the motion. All votes Aye. Motion passed.

8-Discussion and/or action on approval of the minutes for work session August 16, 2022. (Attachment #3) **TCM Anderson motioned to approve the minutes for Town Council work session minutes on August 16, 2022.** TCM Powell seconded the motion. All votes Aye. Motion passed.

9-Discussion and/or action on approval of the minutes for Town Council Meeting on August 18, 2022. (Attachment #4) **TCM Anderson motioned to approve the minutes for Town Council Meeting minutes on August 18, 2022.** TCM Powell seconded the motion. All votes Aye. Motion passed.

10-Discussion and/or action on approval of the minutes for Town Council Meeting on August 30, 2022. (Attachment #5) **TCM Anderson motioned to approve the minutes for Town Council Meeting minutes on August 30, 2022.** TCM Powell seconded the motion. All votes Aye. Motion passed.

11-Discussion and/or action on approval of the minutes for work session minutes on September 15, 2022. (Attachment #6) **TCM Anderson motioned to approve the minutes for Town Council work session minutes on September 15, 2022 with the agreement attached to the minutes to show the progression on that agreement.** TCM Powell seconded the motion. All votes Aye. Motion passed.

12-Discussion and/or action on approval of the minutes for Town Council Meeting September 15, 2022. (Attachment #7) **TCM Anderson motioned to approve the minutes for Town Council Meeting minutes on September 15, 2022.** TCM Powell seconded the motion. All votes Aye. Motion passed.

**TCM Sandy Hunter joined the meeting at 7:30 p.m.**

13-Discussion and/or action on approval of temporary business license for Elliott Pathman for Energy Savers Insulation LLC. (Attachment #8) The Town Council Members discussed their reservations regarding allowing those to sell door to door. The Council members wanted to make sure that those going door to door were reputable. **TCM Powell motioned to approve the temporary business license for Elliott Pathman for Energy**

**Savers Insulation, LLC in the amount of \$75 for the period listed on the application subject to Sheree Evans verifying through the state website that the company is in good standing.** TCM Anderson seconded the motion. All votes Aye. Motion passes.

14-Discussion and/or action on removal of trees due to the beetle infestation. (Attachment #9) TCM Powell wanted to publicly thank Jake Songer for all that he has done to keep the Town Council focused on this issue. Kenton Peterson has taken ~~done~~ <sup>down</sup> many of the Spruce trees in the park. The Town Council members discussed additional trees that might have to be removed.

TCM Powell discussed the importance of getting bids for the tree removal. The Town has been using Kenton Peterson to fell the trees. He has been charging the Town \$2000 a tree. TCM Powell has checked with those in charge of other parks and is told the going rate for tree removal is \$6,000. TCM Anderson pointed out that the Town should also be checking for insurance and licensure.

The Council Members discussed stump removal for next year as well as the grant that was received to plant new trees. TCM Powell suggested putting together a park committee for help in trying to restore the park.

**TCM Powell motioned to have Kenton Peterson fill out a business license permit and waive the fee for 2022 and approve up to \$50,000 in expenditures for tree removal.**

TCM Anderson asked about additional funding for tree removal. Mayor Sorensen has been searching for funding through the State.

TCM Powell explained the formation of the special service district from the parks in Eden, Liberty, and Huntsville. Huntsville Town Park received \$35,000 in a year for the operation and upkeep of the park. In addition, they get about \$8,000 that are earmarked from Weber County for parks. The parks in Eden and Liberty get the same amount. TCM Powell thought that the park could qualify for RAMP grant money as well. TCM Powell stated that if Huntsville wanted to apply for additional funds through the parks, then someone would need to submit the request to the Ogden Valley Parks Board. They meet monthly. TCM Powell is trying to finalize the Huntsville Park Budget so that he can submit a request.

**TCM Powell amended his motion to include having Huntsville Town look into applying for a RAMP grant and petition the Ogden Valley Parks Board for additional funds.**

**TCM Anderson proposed an amendment to the previous motion. He would like to propose the approval of \$50,000 for tree removal based on \$2,000 a tree. In addition, he would add the requirement of insurance for future tree removal.**

Mayor Sorensen stated there are additional charges for the tree removal which include Pack Attack clean up and renting the crane.

With the proposed amendments to the motion, TCM Anderson seconded the motion for TCM Powell.

Roll Call Vote. All Votes Aye. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom				X
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

15-Discussion and/or action on approval of letter outlining the legal process for residents requesting to vacate a public alley. (See Attachment #10) Mayor Sorensen stated that they have received a petition to vacate an alley on 300 South and approximately 7450 East. Mayor Sorensen reached out to our attorney to determine the legal process to follow regarding vacation. A letter was written to outline the legal process to vacate. The letter and process follow the requirements found in the Utah State code.

TCM Powell wanted to disclose that the alleyway vacation petition was made by his son-in-law and daughter. There is potential for conflict of interest. TCM Powell wanted to know if the letter is for alleyways. He would like to see the letter generalized to include all petitions to vacate ROWs. Mayor Sorensen stated that he would like to see this applied to all ROWs.

**TCM Anderson motioned to approve an alleyway policy letter with the amendment that would include a notification to all utilities located in the alleyways.** TCM Hunter seconded the motion. Roll Call Vote. All votes Aye. Votes are reflected below. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom				X
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

16-Discussion on Out-of-Town Water Connection Moratorium. Mayor Sorensen stated there has been an out-of town water connection moratorium while the Town Council evaluates the fee structure for those types of connections. Currently there is a request from Jeff Harrison regarding an out-of-town water connection.

TCM Powell stated that it was his understanding when the moratorium went into effect that that Huntsville would also notice for promissory water letters that have been issued in the past. TCM Hunter recalled the same intent. The moratorium has now expired. TCM Hunter stated that the moratorium was also going to give Huntsville the time to research whether the price for an out-of-town connection could be raised without a study. Mayor Sorensen stated that there are differing opinions between attorneys.

The Town Council discussed enacting an additional moratorium to determine if Huntsville Town needs to do

TCM Anderson motioned to enact another 6-month moratorium to determine whether there has been appropriate notice given for promissory water letters. If appropriate notice was given, any rights held prior to the moratorium, will now be lost. In addition

**TCM Anderson motioned to initiate a new six-month moratorium consistent with the state statute with the purpose of determining if appropriate notice was given to any person receiving a promissory note for water connections in past years and to complete a study justifying the cost of connecting out-of-town users.** TCM Powell seconded the motion.

There was discussion regarding the current request from Jeff Harrison for an out-of-town water connection. The water board researched the history of the lot and there was not a promise of a water connection in exchange for an easement on the Harrison property. Currently the water board is not recommending an out-of-town water connection.

Roll Call vote. All votes Aye. Motion passed. Votes are reflected below.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell				X

**17-Approval of the Bills, September 2022. TCM Anderson motioned to approve the bills for September 2022.** TCM Powell seconded the motion. Roll Call Vote. All Votes Aye. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell				X

18-Department Updates:

**Mayor Sorensen:** Carol and Cathy Stoker are sponsoring a Christmas Decorating contest for the Huntsville Square.

**TCM Sandy Hunter:** Sandy updated the Town Council members on the Forest Service Meeting. It was a good meeting that allowed Sean Harwood to answer questions about the proposed updates to Pineview Reservoir. TCM Hunter would like to see an additional meeting with the Town Council regarding the changes and improvements within the Huntsville Town boundaries.

**TCM Artie Powell:** The Ogden Valley Parks Association received a proposal to enclose the bowery at Liberty Park. The board approved \$2500 to start getting conceptional drawings. TCM Artie Powell suggested that Huntsville Town petition the OVPA for funds for Huntsville Parks and possibly the Huntsville Community Center.

**TCM Anderson motioned to close the meeting.** TCM Artie Powell seconded the motion. All Votes Aye. **Meeting is adjourned at 8:38 p.m.**

  
Beckki Endicott, Town Clerk

**WORK SESSION – AUGUST 4, 2022**

**Minutes of the Huntsville Town Council work session held at the Huntsville Town Maintenance Office, 165 South 7500 East on Thursday, August 4, 2022, at 6:00 p.m. This work session addressed the Sewer Agreement and the Development Agreement for Sage Development.**

**Attending:** Mayor Sorensen, TCM Kevin Anderson, TCM Bruce Ahlstrom, TCM Sandy Hunter, TCM Arlie Powell, Beckki Endicott – Clerk, Nate Reeves from Reeves and Associates

**Zoom:** Jared Anderson – Engineer/Huntsville Town, Bill Morris – Attorney/Huntsville Town, Tony Hill – Attorney/CW Lands, Todd Meyers – Project Manager/CW Lands

Mayor Sorensen called the meeting to order. The Sewer Agreement was addressed (**See Attachment #1**)

The Town Council, Town staff, CW Lands staff and Nate Reeves, designer of the sewer system had lengthy and specific discussions on several points of the sewer agreement between CW Lands and the Town of Huntsville. Bill Morris explained that following Utah State Code, the HOA for Sage Development must have a "body politic" or sponsor for the maintenance of the sewer system of Sage Development. Bill Morris suggested that without an agreement, Huntsville Town could face expensive maintenance of a sewer system for the HOA. The state requires this oversight from a municipality. Nate Reeve from Reeves and Associates explained that the design of the system could not expand beyond twenty lots. This was reflected in paragraph nine (9) of the agreement. Other specific points were discussed as follows:

1) Huntsville Town requested a change in recital A to reflect "no more than 20 lots." Mr. Hill agreed to make the change.

2) Bill Morris suggested that a level three certified inspector be added to the agreement to make sure there was someone qualified to do the inspecting of the system for the HOA.

3) TCM Kevin Anderson requested a penalty and fine be added to the agreement if the HOA does not provide for the qualified maintenance.

4) The Town Council requested the State Code on the "body politic." Bill Morris emailed them Rule 317, part 4.

5) TCM Arlie Powell suggested grammatical edits for paragraph 6 and 7. In addition he suggested a maximum rate for the inspection was not reasonable. Currently the maximum inspection fee allowed is \$500.

6) Engineer Jared Anderson wanted to make sure the sewer lines are constructed to APWA standards and is specified in the agreement. The request was made to add the state requirements for inspections to the agreement. Jared Anderson also requested that it be added to the agreement that the sewer system would operate "per the state division of water quality standards and specifications."

7) Nate Reeve wanted the Town to be aware that the certified inspector should not be inspecting the system without the body politic being at the site. The body politic should always be aware of what is happening.

Bill Morris described the process for adopting both the sewer and the development agreement. The sewer agreement will be adopted by resolution which Bill Morris has authored. The development agreement will be adopted by ordinance with the final plat. A public hearing will be needed on the development agreement.

The development agreement is heavily edited and there was confusion about which version to review. Attorney, Tony Hill will compile the edits and release a clean version.

**TCM Bruce Ahlstrom motioned to adjourn the meeting.** TCM Sandy Hunter seconded the motion. All votes Aye. Motion passed.

**Meeting adjourned at 6:46 p.m.**

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Beckki Endicott, Huntsville Town Clerk

**MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**  
**Thursday, August 4, 2022, 6:58 p.m.**  
**Huntsville Town Maintenance Office, 165 South 7500 East, Huntsville, UT**

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Kevin Anderson	Council Member	Present
Sandy Hunter	Council Member	Present
Artie Powell	Council Member	Present
Beckki Endicott	Clerk	Present
William Morris	Legal Counsel	Excused

**Citizens:** Sheree Evans – Treasurer, Lt. Ryan

**Zoom:** Tony Hill

1-Mayor Sorensen called the meeting to order. There is a full quorum present.

2-Pledge of Allegiance led by Lt. Ryan.

3-Opening Ceremony given by TCM Kevin Anderson. TCM Anderson congratulated the Town on the great 4<sup>th</sup> of July event. He complemented Town residents for coming together, united in celebration.

4-Public Comments: **Kevin Anderson** wanted to propose the Huntsville Town Council have a summer social and he would be willing to host it at his home. Mayor Sorensen like the idea and said he would like to throw a summer block party for the Town. TCM Artie Powell commented TCM Anderson had some great ideas about celebrating the birthday of Huntsville Town. In addition, Mayor Sorensen would like to propose a night of celebrations for the Veteran's in town.

**Lt Ryan** brought the Town the signed agreement for Law Enforcement Services with the WC Sheriff's Department. The Sheriff's Department is having success with the flock cameras.

5-Discussion and/or action on approval of minutes for Town Council Meeting June 2, 2022. (See Attachment #1) **TCM Sandy Hunter motioned to approve the amended minutes for Town Council Meeting June 2, 2022.** TCM Bruce Ahlstrom seconded the motion. All votes Aye. Motion Passed.

6- Discussion and/or action on approval of minutes for the work session June 16, 2022. (See Attachment #2) **TCM Bruce Ahlstrom motioned to approve the minutes for work session June 16, 2022.** TCM Sandy Hunter seconded the motion. All votes Aye. Motion Passed.

7- Discussion and/or action on approval of minutes for Town Council Meeting June 16, 2022. (See Attachment #3) **TCM Sandy Hunter motioned approve the minutes for Town Council**

**Meeting June 16, 2022. TCM Bruce Ahlstrom** seconded the motion. All votes Aye. Motion Passed.

**8-TCM Sandy Hunter** motioned to table items eight (8) and nine (9) because the minutes were not available at the time. TCM Artie Powell seconded the motion. All votes Aye. Motion passed.

9-Discussion and/or action on acceptance of the fraud risk assessment. (See Attachment #4) Sheree Evans presented the fraud risk assessment. Huntsville Town qualified at a low risk for fraud. **TCM Bruce Ahlstrom** motioned to accept the fraud risk assessment. TCM Kevin Anderson seconded the motion. All votes Aye. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

10-Discussion and/or action on approval of Resolution 2022-7-21, agreement to adopt Children's Justice Center Contract. (See Attachment #5) The Town Council voted to give part of its ARPA money to the Children's Justice Center of Ogden earlier in the year. Weber County sent over the contract to adopt. **TCM Powell** motioned to approve Resolution 2022-7-21, agreement to adopt Children's Justice Center Contract, subject to getting a verbal approval from the Town Attorney that he has read and approved the contract. TCM Sandy Hunter seconded the motion. Roll Call Vote. All votes Aye. Motion passed. Votes are reflected below.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

11-Discussion and/or action on adoption of Resolution 2022-8-4: A Resolution to Accept the Sewer Maintenance Agreement for Sage Development. (See Attachment #6) **TCM Sandy** motioned to table the agreement until the agreement is updated with the proposed changes. TCM Kevin Anderson seconded the motion. All votes Aye. Motion passed.

12-Discussion and/or action on approval of Ordinance 2022-5-26-A: Update of the A-3 Zone. (See Attachment #7) The A-3 zoning ordinance has been reviewed and edited multiple times by both the Planning Commission and the Town Council. The public hearing for this ordinance took place in May, 2022. There was discussion between Town Council members if the ordinance was ready to be considered. It was suggested that the ordinance be sent back to the Planning Commission for additional work. There was still confusion regarding which version of the A-3

zone should be considered. The Town Council members moved forward to discuss the changes they would like to see made on the attached proposed ordinance.

Town Council members discussed the role of construction equipment in an A-3 zone. There was a difference of opinion of whether construction equipment was appropriate for the zone. Some construction equipment was specified as construction equipment for off-site contract work. Town Council members tried to distinguish between construction equipment and farm equipment. Council members agreed the purpose of A-3 is more of a hobby farm type of experience, not for construction equipment storage.

TCM Hunter will consolidate all the comments and bring a clean copy to the Town Council for a work session prior to the Town Council reviewing this ordinance again.

**TCM Artie Powell motioned to table this item until the next meeting with TCM Hunter working towards consolidating everyone's comments and edits in the document.** TCM Sandy Hunter seconded the motion. All votes Aye. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

13-Discussion and/or action on approval of the Town Hall design build RFQ. (See Attachment #8) Mayor Sorensen described the process of bidding for the design and build services for a new Town Hall. Engineer, Jared Anderson, wrote a Request for Qualifications and posted it to the public noticing websites. The bid was advertised, and Huntsville received 5 bids for the professional and construction services. The proposals were considered by a committee formed to evaluate the bids. The committee selected Sanders/Wadman as the architect and construction firm.

The committee met with Sanders/Wadman regarding the project. Sanders is starting on the design work. The Huntsville Town Hall committee anticipates a contract for services by September 1<sup>st</sup> but the architect is excited to get started on the project.

TCM Anderson asked about the process of bidding and selection. He wanted to know if there was any contractual agreement for price with this type of selection. TCM Hunter stated they will be restricted by the size requirements and have been given a budget work within. Having the architect and the construction company work together, would make the most of the budget that Huntsville sets as the standard.

TCM Bruce Ahlstrom asked if the revenue from the sale of Town Corner lots would be necessary for the Community Building. Mayor Sorensen would like to include the sale of the

Town lots. Mayor Sorensen stated Huntsville has accounted for \$1.3 million and will look to sell the lots for additional funds.

TCM Powell explained he is extremely concerned about entering a contract with an obligation of two million dollars. He has doubts about whether the Town has revenue and resources to support such an obligation.

**TCM Hunter motioned to approve the selection of Wadman/Sanders as the contractor-architect from the Request for Qualifications process.** Mayor Sorensen seconded the motion.

TCM Anderson asked if this vote would obligate the Town to a contract. Mayor Sorensen explained that the contract for the design services is expected to be presented to the Town by September 1<sup>st</sup>. The vote today would confirm the selection from the bid process. TCM Powell clarified that it did send a message to the architect and construction team that the Town was moving forward in the process. TCM Anderson confirmed that although the Town was moving forward, the Town was not legally bound by a contract. The vote would only confirm the choice of the selection team.

TCM Hunter and Mayor Sorensen discussed with the Town Council that when they met with the selection team, there would not be services for which the Town would need to pay until a contract was presented.

**TCM Anderson presented an amendment to the motion to clarify that there is no binding contract with this motion and any contract would be subject to review and consideration after the Town finishes the process on the contract for the two Town corner lots.** TCM Ahlstrom seconded the motion. Roll Call Vote. Four votes Aye. One vote nay. Motion passed. Votes are reflected below.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell		X		

14-Discussion and/or action on next meeting date for the Town Council. The Town Council members has many conflicts in the month of August. The Town Council decided to meet in an executive session for the following night at 9:00 p.m. Beckki noticed the closed meeting for the item of real estate.

#### 15-Department Updates.

**TCM Artie Powell:** The Ogden Valley Parks Association budget meeting is in October. TCM Powell is trying to put together a letter to OVPA regarding the removal of trees to see if there are funds for tree removal. He is also looking to see if the playground bark can be replaced with artificial turf. TCM Powell has received a request for more "no dogs allowed" signs around the

park. Town Council members talked about the possibility of changing the “no dogs allowed” policy at Huntsville Park. Town Council members believe that citizens are more responsible about picking up after their dogs. There was discussion about considering part of the lots on the Town Square for a dog park.

**TCM Ahlstrom:** In October and November CERT training and classes will be available again for any residents that want to attend. In addition, October 7<sup>th</sup> & 8<sup>th</sup> Sheriff Arbon is planning to offer a resilience fair. Sheriff Arbon wants the community to be involved in preparing for hard times.

TCM Ahlstrom gave an update on the roads. There have been many delays due to supply issues with asphalt.

**TCM Anderson:** TCM Anderson stated the congressional representatives have contacted the Forest Service to ask for a statement regarding fencing the property boundaries around Pineview. The Forest Service stated they have no plans for permanent fencing. The Forest Service will survey and place monuments.

19-Adjournment of Meeting **TCM Sandy Hunter** motioned to adjourn the meeting. TCM Bruce Ahlstrom seconded the motion. All votes Aye. Motion passes.

**Meeting is adjourned at 9:04 p.m.**

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Beckki Endicott, Town Clerk

## **WORK SESSION – Tuesday, August 16, 2022**

**Minutes of the Huntsville Town Council work session held at the Huntsville Town Maintenance Office, 165 South 7500 East on Tuesday, August 16, 2022, at 7:00 p.m. This work session addressed the questions Town Council Members had about a new town hall/community center, the bid process for professional services and financial obligations for a new building. TCM Artie Powell proposed questions to the Town Council and bid selection committee regarding the project. The questions were answered in writing and in person at this work session by Wendy McKay, project manager and head of the bid selection committee for the new Town Hall. The Request for Qualifications/Request for Proposal (RFQ/RFP), the presentation of the winning bid by Sanders and Wadman, the questions from TCM Artie Powell and responses from Wendy McKay are attached to these work session minutes.**

**Attending:** TCM Sandy Hunter, TCM Artie Powell, TCM Kevin Anderson, Mayor Sorensen, Wendy McKay, Beckki Endicott-Clerk, Gail Ahlstrom, Ron Gault

**Zoom:** TCM Bruce Ahlstrom

Mayor Sorensen called the meeting to order. He turned the time over to Wendy McKay to help address the questions that Artie Powell proposed.

Wendy McKay addressed questions the Town Council Members had regarding why the Town Hall was sold and not just expanded on its footprint and remodeled. Wendy McKay was the Town Council Member in charge of the bids for an expansion of the Town Hall in 2018-2019. Wendy McKay arranged for three bids which ranged between \$400,000 and \$480,000 for an extension off the back of the old Town Hall. The expansion proposed was 20 feet by 40 feet. The total square footage would have provided a conference room. It did not affect the office space which was inadequate. At the same time, the Town Council was looking at a new home for the history library. The history library housed storage facilities that were inadequate, and the bathroom and structure were showing its age. The bid for repair and remodel of the old square building adding a new bathroom was around \$300,000. Since the total cost of both remodels seemed very high, the Town Council at the time started seeking additional solutions for both buildings.

Grants were sought for CDBG. A RAMP grant was identified for the history library. The CDBG grant was awarded to Huntsville Town in the amount of \$428,000. The grant is a multi-year grant. The deadline for spending the money is December 31, 2022, and the money must be spent on construction. The CDBG grant can not be used for municipal offices. The payment of funds will be paid out based on the percentage of municipal offices to the community center. Once the design is done, a RAMP grant will be applied for based on the design of the history library which will be housed in the new Huntsville Town Community Center.

Wendy McKay turned to TCM Artie Powell's questions. He clarified that he wanted the answers in writing so that there would not be any misunderstanding going forward. He stated the selling of the old Town Hall was premature. In his opinion, there should have been more done in terms of getting a design and contractor prior to selling the Town Hall.

Beckki stated when CDBG was applied for, Huntsville Town was advised by the CDBG to put the money requested from CDBG into design and engineering for the first year of the grant. The CDBG team that advised Huntsville Town during the preapplication phase then retired. When the grant was awarded 6 months later, the new CDBG team did not want the funds to go toward design and engineering. The CDBG team wanted the monies from them to go towards construction. At that point, Huntsville Town was on a deadline for the CDBG funds. The sale of the old Town Hall was necessary to fund the \$125,000 for design and engineering of the new Community Center.

In response to the question and answer given to TCM Artie Powell's question number 1, TCM Powell responded he didn't believe the scope of work needed to include dedicated office space for the mayor of the town or other staff members. A conference room is sufficient for meeting with people. He also questions the need for a reception area. He would like to reduce the office space to reduce the cost of the building.

Gail Ahlstrom pointed out that the new building might need some forethought. With all the incorporation movements in the valley, a new town hall would be very helpful in organizing. If Ogden Valley becomes its own county with its own cities, it is very possible a good building to serve the Community will be needed.

TCM Sandy Hunter and Wendy McKay addressed the written questions and the written answers for numbers 1-6.

TCM Artie Powell stated the RFQ would have greatly benefited from a review by the Town Council prior to going out to bid. He stated there are fundamental flaws in the RFQ and the way that it was written. The document would have been better if the Town Council would have reviewed and commented on the document. It is not clear to TC Powell what the role of the Town Council is in this process, and he stated they should have the final say in what work goes forward. Wendy McKay agreed the Town Council is the final decision-making body.

Ron Gault stated he believed this process should be much like his process with the culinary water system. He stated he meets with the Town Council and gives them updates and decision-making power over the major items and expensive items. Ron pointed out that there are milestones of decisions along the way for the new building that will need to be made by the Town Council, including approving expenses.

Wendy McKay stated the TC would have to approve the contract and milestones along the way. There was discussion about what the approval process would look like.

It was discussed about whether the Town would rent the community space of the new building for private events.

TCM Artie Powell would like to see the size of the building scaled back to make the new building more energy efficient.

TCM Anderson thanked TCM Powell for raising the questions for discussion. He expressed his thanks to the committee for seeing this process through.

There was additional discussion regarding the possibility of requesting an extension on the CDBG contract.

**TCM Sandy Hunter motioned to adjourn the meeting.** TCM Kevin Anderson seconded the motion. All votes Aye. Motion passed.

**Meeting adjourned at 8:30 p.m.**

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Beckki Endicott, Huntsville Town Clerk

**MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**  
**Thursday, August 18, 2022, 6:45 p.m.**  
**Huntsville Town Maintenance Office, 165 South 7500 East, Huntsville, UT**

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Kevin Anderson	Council Member	Present
Sandy Hunter	Council Member	Present
Artie Powell	Council Member	Present
Beckki Endicott	Clerk	Present
William Morris	Legal Counsel	Excused

**Zoom:** John Janson – Planner, Todd Meyers – CW Lands Project Manager

Citizens: Sgt. Greenhaugh

1-Mayor Sorensen called the meeting to order. There is a full quorum present.

2-Pledge of Allegiance led by TCM Sandy Hunter.

3-Opening Ceremony given by TCM Bruce Ahlstrom.

4-Public Comments: There were none.

5-Sheriff's Report: Will be held at the next meeting.

6- Discussion and/or action on Resolution 2022-8-4 adopting the Sewer agreement with Sage Development. (See Attachment #1) TCM Bruce Ahlstrom asked about paragraph seven where it states that Huntsville Town is not financially responsible except for routine inspections. In paragraphs that follow it states that these inspections are reimbursable up to \$500 to Huntsville Town. The information seems to conflict in the contract. Todd Meyers stated the intent is that the Town should not be responsible for the costs but that as the years go by and the fees for inspections change, the contract will allow for the change in the fees. TCM Ahlstrom suggested taking out the specific amount of \$500. The documents and receipts would provide reasonable information for reimbursement. Additional minor edits were made in the agreement. Mayor Sorensen read in Resolution 2022-8-4. **TCM Bruce Ahlstrom motioned to approve Resolution 2022-8-4 adopting the Sewer agreement with Sage Development, adding the changes and edits made in the meeting today.** TCM Hunter seconded the motion. Roll Call Vote. All votes Aye. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

7-Discussion and/or action on business license for William Hofmeister. (See Attachment #2)

**TCM Hunter motioned to approve the business license for William Hofmeister.** TCM Bruce Ahlstrom seconded the motion. TCM Anderson asked if there is Town liability if the applicant is not a licensed contractor. Mayor Sorensen stated he is already working as a finish contractor currently and it does not require licensing. There was discussion and debate about the address of the applicant. All votes Aye. Motion Passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

8-Discussion and/or action for Seal Pro, LLC. (Attachment #3) TCM Sandy Hunter wanted to the business owner, who was not in attendance at the meeting, be aware that it is not legal for the to park his construction equipment on the road or a Town easement in a residential zone. **TCM Anderson motioned to approve the business license for Seal Pro, LLC subject to the condition that the applicant no longer parks his construction vehicles on Town property per Huntsville Town ordinance.** TCM amended the motion to approve the business license for Seal Pro, LLC subject to the condition that construction equipment is not stored in an R-1 zone. TCM Hunter seconded the motion. Mayor Sorensen asked to have a copy of the ordinance sent to the applicant with a copy of the ordinance. All votes Aye. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

9- Discussion and/or action on Ordinance 2022-5-26 amending the A-3 zone. (See Attachment #4) TCM Hunter wanted to discuss adding a new paragraph to the special provision's section. The paragraph would require lots where there was a suspicion of wetlands to not be deemed a buildable lot without a written report from the Army Corps of Engineers. There were questions regarding who the person would be to determine wetlands. John Janson suggested that the Army Corps of Engineers already had maps showing the wetlands. The Town Council wanted to designate the town engineer as the arbiter of the wetlands. John Janson said that the sensitive land title could be more specific for all zones. He suggested using the sensitive lands title to become more restrictive on Huntsville building lots. John Janson also suggested requiring a geotechnical report. TCM Anderson was concerned about depending on old maps to determine whether the land was wet.

TCM Hunter explained her reasons for wanting to add this paragraph to the A-3 zone. She stated that there are not any lots in Huntsville's A-3 that have homes on the lots. Potentially, there may be additional land annexed into Huntsville Town. Most likely the annexed land will be zoned A-3. If those lands are potentially wet and the property owners are wanting to build on the lot, then this legislation would strengthen and clarify the provisions in the sensitive land title.

The wording suggested by TCM Hunter is "Lots identified by the Town Engineer as containing wetlands will not be approved as a building lot by Huntsville Town without a written report from the Army Corps of Engineer approving the boundaries of the wetlands within the lot." TCM Powell would like to see the word "demonstration" replace the phrase "a written report" so if the property owner could show the Army Corps of Engineers map boundary it could be approved.

**TCM Anderson motioned to approve Ordinance 2022-5-26 amending the A-3 zone and adopt the proposed addition in the special provision's sections, "Lots identified by the Town Engineer as containing wetlands will not be approved as a building lot by Huntsville Town without a demonstration from the Army Corps of Engineers approving the boundaries of the wetlands within the lot." It is also proposed that this section of the A-3 zone be revisited following the review of the subdivision and sensitive lands title.** TCM Powell seconded the motion.

TCM Ahlstrom wanted to make additional edits to the A-3 zone in 15.10.4. TCM Ahlstrom proposed removing "such as a backhoe, front end loader or" from letter E. The section would read "The storage and use of light construction equipment up to a ten-wheel truck for off-premises contract work...." In addition, he would like to see the frontage in 15.10.5.C be the same for every lot. The current wording is "three hundred feet (300) on a five (5) acre or larger lot." TCM Ahlstrom suggested taking the additional frontage requirement out of the ordinance and the Town Council agreed. The changes would also apply to 15.10.5.C.2. The updated code would read "The frontage requirement minimum is one hundred twenty (120) feet on a three (3) acre lot when an alley is the only reason for not being able to provide one hundred thirty (130) feet.

**TCM Anderson amended his motion to include the outlined edits in 15.10.4.E, 15.10.5.C.1&2.** TCM Artie Powell seconded the amended motion. Roll Call Vote. All Votes Aye. Motion passed. Votes are reflected below.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

10-Discussion on the C-1 Zone. (See Attachment #5) Beckki gave some background to this item. During a recent work session, the Town Council has been looking at the C-1 zone and discussing whether the setbacks in the C-1 zone are appropriate for single-family homes in the C-1 zone.

Beckki stated she thought there should be consensus among the Town Council about whether the setbacks or 30 feet for the front and 10 feet for the sides and back are appropriate for a single-family home. If the Town Council would like to see a change, she suggested sending the item to the Planning Commission for further consideration.

TCM Hunter stated there is an area requirement of .75 acres in the R-1 zone for a single-family home. There is not an area requirement for the C-1 zone. She asked the Town Council if they would like to impose an area requirement. TCM Hunter proposed that she does not want to change the ordinance as written. The Town Council members discussed several scenarios which might be affected by the lack of area requirement. The Town Council decided not to make additional changes.

11-Discussion on the 4<sup>th</sup> of July, 2022. (See Attachment #6) TCM Artie Powell prepared a PowerPoint review of the 4<sup>th</sup> of July celebrations.

The biggest concern about the 4<sup>th</sup> of July is the financial component. TCM Powell would like to see the 4<sup>th</sup> of July celebrations be financially viable. The Town Council discussed the many ways to raise funds for the celebrations.

12-Department Updates.

**Mayor Sorensen:** The buyers for the corner lots backed out of the contract. The lots were not placed back on the market.

The trees in the park are dying due to an infestation of the beetle. The Town is removing them as fast as they are identified. Jake Songer has been treating the trees and Mayor Sorensen is hopeful to save some of the Spruce trees. The Town ordered additional chemicals for treatment. He will update the residents with more of the information so that residents can watch the spruce trees on their lots. Mayor Sorensen is going to reach out to the State to see if there are funds available for help. TCM Artie Powell will start putting together a proposal for the Parks Association budget hearings.

**TCM Anderson:** The presentation from the Water Committee and tour of the water treatment plant is coming up soon.

**TCM Hunter:** An article was sent to the Valley News regarding the meeting with the Forest Service.

13-Approval of the Bills, July, 2022. TCM Sandy Hunter motioned to approve the bills for July, 2022. TCM Anderson seconded the motion. All votes Aye. Motion passed.

**TCM Hunter motioned to close the meeting.** TCM Bruce Ahlstrom seconded the motion. All Votes Aye.

**Meeting is adjourned at 9:58 p.m.**

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Beckki Endicott, Town Clerk

DRAFT

**MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**  
**Tuesday, August 30, 2022, 7:00 p.m.**  
**Huntsville Town Maintenance Office, 165 South 7500 East, Huntsville, UT**

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Kevin Anderson	Council Member	Present
Sandy Hunter	Council Member	Present
Artie Powell	Council Member	Present
Beckki Endicott	Clerk	Present
William Morris	Legal Counsel	Excused

**Zoom:** Shane Sanders, Wendy McKay

Citizens: Clark Wangsgard

1-Mayor Sorensen called the meeting to order. There is a full quorum present.

2-Pledge of Allegiance led by

3-Opening Ceremony given by Beckki Endicott.

4-Public Comments: **Clark Wangsgard** wanted the Town Council to know that he had experienced unneighborly conduct from a Town Council member.

5-Discussion and/or action on Town Council work session minutes July 21, 2022. (See Attachment #1) **TCM Bruce Ahlstrom motioned to approve the amended work session minutes for the July 21, 2022.** TCM Sandy Hunter seconded the motion. All votes Aye. Motion passed.

6-Discussion and/or action on Town Council meeting minutes July 21, 2022. (See Attachment #2) **TCM Bruce Ahlstrom motioned to approve the amended Town Council meeting minutes for July 21, 2022.** TCM Sandy Hunter seconded the motion. All votes Aye. Motion passed.

7-Discussion and/or action on Town Council regular meeting minutes July 28, 2022. (See Attachment #3) **TCM Sandy Hunter motioned approve the amended Town Council meeting minutes for July 28, 2022.** TCM Anderson seconded the motion. All votes Aye. Motion passed.

8-Discussion and/or action on Town Council work session minutes for July 28, 2022. TCM Bruce Ahlstrom motioned to table the minutes for the work session on July 28, 2022. TCM Sandy Hunter seconded the motion. All votes Aye. Motion passed.

9-Discussion and/or action on Huntsville Town Community Building Design/Preconstruction Proposal. (See Attachment #4 and Attachment #5) The Town Council received a bid and

estimate for the Huntsville Town Community Building in the past week. Town Council members had questions prior to approving the bid and signing a contract. The questions were emailed to the Wadman/Sanders team. Shane Sanders is here tonight to answer questions regarding the bid. Shane Sanders went through the questions one by one. He described the phases of the design and the construction; schematic design (SD), design development (DD) and construction documents (CD).

Mayor Sorensen asked about landscaping and Shane Sanders responded they will bring someone else on their team to design sprinklers and such. Shane Sanders stated if Huntsville had someone in mind, Huntsville could bring them on to work with them.

TCM Artie Powell asked about what was before them tonight. What is the Town Council approving. Beckki stated to treat the bid like another other bid, for example roads. Shane Sanders stated that it would be \$125,000 to get through the design phase of the building. He stated the Town could stop at any time. If the cost is too much, then the process will stop, and you would pay for the services received. Shane Sanders stated the \$125,000 would get Huntsville Town all the way through the design.

The cost estimates for the building will come at the end of the schematic design phase. As the design development phase starts, the estimate will be updated again. The estimate will also be done during the construction documents phase. Huntsville Town will start to know the costs at every phase of the design. TCM Artie Powell wanted to know when the Town Council will approve the design. Shane Sanders stated at the completion of schematic design the renderings will be available. Regular meetings during the design phase will help to have consensus on the project by the end of this phase.

Shane Sanders stated they will work with the floor plan requirements and then the community will have several choices about what the outside will look like. TCM Powell is concerned that the building look like the tradition of Huntsville. Shane Sanders stated that they would be happy to be available for a work session where he can present a couple of ideas and get feedback.

TCM Anderson asked Shane Sanders for a breakdown in the costs for each phase of the design phase. Sanders and Wadman will provide this breakdown to the Town Council. TMC Anderson wanted to know if the Town Council could approve the costs one phase at a time.

**TCM Artie Powell motioned to approve the Huntsville Town Community Center budget as submitted by Wadman Corporation and Shane Sanders for \$125,000 subject to the terms and conditions of the contract that would allow the Town to cancel or terminate the contract at each of the three stages; schematic design, design development and construction documents phase. TCM Bruce Ahlstrom seconded the motion. Roll Call Vote. All votes Aye. Motion passed.**

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter	X			
CM Artie Powell	X			

TCM Artie Powell wanted to make sure the Town work with Shane to schedule a meeting with the residents to received feedback on the designs. He would also like the funding secured for the building.

#### 10-Department Updates.

Mayor Sorensen opened discussion on any issues that are currently outstanding with the PC. There was discussion about the possibility and process of vacating 6700 East, south of 100 South. TCM Sandy Hunter reported that there is a new home going up there and the survey markers outline the boundary line. She went to look at the access to the lake and there is no access on the south side of the property. She stated that there is a drop off towards the lake and it would be very difficult to use that "Town road" as public access.

TCM Artie Powell wanted the Planning Commission to readdress the outstanding ordinances for structure change in the PC and Appeals Authority. TCM Sandy Hunter took note of this request.

An update of the Development Agreement with Sage Development was given. The Planning Commission recommended approval of the Final Plat and the Development Agreement with four or five conditions which include the approval of the design of the sewer system from Weber Morgan Health Department and approval of the delineation report from Army Corp of Engineers.

Sage Development is on the Town Council agenda for the middle of September. The Town Council will consider Final Plat and the Development Agreement at the next Town Council meeting.

TCM Sandy Hunter is anticipating a upcoming Pineview Community meeting. She hopes to learn more about the Forest Service plans. She is working on inviting those interested and also representatives for Huntsville Town to the September 29<sup>th</sup> Forest Service meeting at the library. Sean Harwood has been asked to update residents on the project and access that would affect residents of Huntsville Town.

TCM Anderson and TCM Hunter were asked to participate in the judicial nomination process for the Uintah Courts. They were able to recommend their selections to Mayor Sorensen who will in turn vote for the candidates for the court judge.

The Town Council members talked about the possibility of purchasing additional water shares from the monastery. Recently, the safe yield was released by the State for the Wishing Well. Bill White is not sure there is enough yield to accommodate the amount that Huntsville Town would

like to purchase. The Town Council members would like to purchase enough water connections to satisfy the build out of Huntsville Town as the boundaries stand currently.

**TCM Bruce Ahlstrom motioned to close the meeting.** TCM Anderson seconded the motion. All Votes Aye. **Meeting is adjourned at 8:44 p.m.**

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Beckki Endicott, Town Clerk

DRAFT

## **WORK SESSION – Thursday, September 15, 2022**

**Minutes of the Huntsville Town Council work session held at the Ogden Valley Library, 131 South 7400 East, Huntsville, Utah, 84317.**

**The work session addressed the Development Agreement between the Bill and Michaeline Wangsgard Trust and the Town of Huntsville. The Wangsgard's were invited to the work session to give their comments on the Development Agreement which was written by the Town. The Development Agreement dedicates the right of way which will be referenced at 400 North. The right of way is owned by the Wangsgard Trust and will be dedicated to the Town.**

**Attending:** TCM Kevin Anderson, Mayor Sorensen, TCM Bruce Ahlstrom, Beckki Endicott-Clerk, Bill and Michaeline Wangsgard, Ron Gault

Mayor Sorensen called the meeting to order. He turned the time over to Beckki Endicott to give some background information.

Beckki stated she worked with Bill Morris to write the Development Agreement. They used the minutes from the previous Town Council Meetings to come up with the details of the agreement. Beckki is hoping that the work session will address any concerns about agreement so that edits and adjustments can be made to the agreement prior to the public hearing on that agreement.

At the time of the writing of this agreement, Attorney Morris strongly encouraged the road to be built and developed. This includes all the elements of the road. Beckki communicated to Attorney Morris that the Town Council did not want the road with improvements at this time. There is a deferment clause in the agreement which would delay improvements and put them on the property owner who uses this road to build out his development. The parcel of land to the south of the Bill and Michaeline Wangsgard's is currently not developed.

Michaeline Wangsgard specifically mentions several edits that need to be made in the agreement. There were some additional items that need to be addressed in the agreement.

1) Under Section 2 and item 5 there is a deferral of the improvements for the ROW. The agreement needs more definition as to who is responsible for those improvements.

2) The agreement needs the exhibits attached.

3) Michaeline Wangsgard questioned the need for a map or survey. She stated that the legal descriptions are complete, and divisions are the same as they were years prior. Beckki will have to check on this at Weber County. She believes that they will need a mylar for the subdivision for it to be finalized at WC.

4) Michaeline Wangsgard stated that the agreement refers to the ROW, but they are dedicating the entire parcel to the Town. There needs to be a definition in the agreement that the parcel is the ROW.

5) TCM Anderson would like "Property" to be defined. He isn't sure if it refers to the Developers property or the Wangsgard property. This needs to be consistent throughout the agreement.

TCM Anderson suggests putting together a meeting with the Wangsgard's attorney to refine the agreement.

#### Culinary Water Connections

Ron Gault was in attendance prior to the regular session. He was asked to comment on the safe yield of the well. The safe yield of the Wishing Well is what the State of Utah Department of Water Quality thinks the well can produce consistently. Huntsville Town was required to monitor flow rates for two full years before the State issued an official flow rate. Ron Gault stated during the time of the monitoring, Huntsville Town had problems with its flow meters. There are two flow meters. Huntsville has replaced one of the flow meters. The Town has another flow meter on order, but it is backordered. They are hoping to have this flow meter by Christmas.

The flow meter issues are reflected in a conservative safe yield that was issued by the state. The safe yield issued by the State is 150 gallons per minute. That number is converted into a number of connections allowed in the community that is served by that system. Right now, Huntsville Town is rated to provide for slightly less than the number of the connections it has right now. Huntsville Town's connection number and safe yield are within 20% of the official flow rate. If the connections and safe yield go above the 20%, then the Town would be out of compliance with the State standards.

The Wishing Well is a secondary or redundant source of culinary water. Ron Gault said that legally Huntsville will be required to go back to the Spring as it's primary source at some point. Ron Gault stated that Huntsville is providing for its existing connections and currently can not legally expand beyond its existing connections.

Many people ask Ron Gault about switching over to the Wishing Well for the primary source. They hear that the source is very good and produces well. Ron Gault stated that the well does produce at a good rate. However, the water plant was designed for 300 connections. It operates most efficiently at 150-200. They haven't ever run the plant higher than 280. Commercial connections are counted as several residential connections.

TCM Anderson wanted to know about the number of shares that we can purchase from the Monastery due to the safe yield. TCM Anderson wanted to know if the safe yield could be reevaluated when the additional flow meter was installed. Ron Gault did not feel that he was qualified to answer this question. He needed to get with Bill White to know if there is a limit to how many Huntsville could purchase versus how many Huntsville could legally use.

**TCM Bruce Ahlstrom motioned to adjourn the meeting.** TCM Kevin Anderson seconded the motion. All votes Aye. Motion passed.

**Meeting adjourned at 6:45 p.m.**

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Beckki Endicott, Huntsville Town Clerk

**MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**  
**Thursday, September 15, 2022 6:45 p.m.**  
**Ogden Valley Library, 131 South 7400 East, Huntsville, Utah**

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Kevin Anderson	Council Member	Present
Sandy Hunter	Council Member	Excused
Artie Powell	Council Member	Present
Beckki Endicott	Clerk	Present
William Morris	Legal Counsel	Zoom

**Zoom:** Attorney Bill Morris, Larry Taylor, Tony Hill

**Citizens:** Bill Wangsgard, Michaeline Wangsgard, Lt. Ryan, Ron Gault, Jared Anderson-Engineer, Todd Meyers-Project Manager for CW Lands, Chase Freebairn – CW Lands, Tia Monson, Marcus Keller, Bill White, Sheree Evans

1-Mayor Sorensen called the meeting to order. There is a full quorum present.

2-Pledge of Allegiance led by Bill Wangsgard.

3-Opening Ceremony given by TCM Bruce Ahlstrom.

4-Public Comments: There were none.

5-Sheriff's Report: Lt. Ryan reported they are wrapping up the summer season. Most of the calls listed on the reports are listed as traffic stops. The boats are out of the water. The construction on Cemetery Point begins next week.

6-Discussion and/or action on Land Use Permit for Larry Taylor, remodel of Opal Probasco Garage, parcel #240170039. (See Attachment #1) Mr. Taylor stated he came before the Planning Commission for a Land Use Permit to remodel the historic garage located on Opal and Shorty Probasco's old property. The Taylor's had previously renovated the home. The garage sits in the set back on 100 South. The Taylor's are proposing extending the garage three feet to the east which would continue in the set back. The building is not quite square. The Taylor's would like to correct that in their renovation. Therefore, a variance is needed. The Planning Commission did not feel that they could approve the extension of the garage until the Taylor's came to the variance board. Chairperson Truett, Chair of the Appeals Authority, requested the Taylor's come to the Town Council for a recommendation for the Appeals Authority. Mayor Sorensen commented what a wonderful job the Taylor's did on the renovation of the old home.

TCM Anderson asked what the use of the garage is at this time and what the use would be after construction. Mr. Taylor stated the structure is not heated and is being used as storage. After construction it would be used for a garage. The center portion would be used for recreation since

the main home does not have any basement. They would like to add some multiuse space on the back of the garage.

Mayor Sorensen commented that the Taylor's need to go to Appeals Authority because of the setback issue. However, he believes that the variance is deserving under historic preservation. TCM Bruce Ahlstrom stated that variance requirements are listed in the Huntsville Town Code, 15.5.6 section B. He gave these references to help the Taylor's prepare their presentation. Beckki stated she is working on convening the variance board.

TCM Anderson asked about the setback requirement for an outbuilding. Several members confirmed that the setback requirement for side yard was 10 feet. Mr. Taylor stated the home was facing first street. The setback requirement would be 30 feet. Currently the garage is 6 feet off the property line.

**TCM Anderson motioned to adopt the recommendation of the Planning Commission approving the Land Use Permit for construction and improvements on the south side of the building but denying the Land Use Permit on the north side, sending this item to the variance board for a hearing.** TCM Bruce Ahlstrom seconded the motion. All vote Aye. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter				X
CM Artie Powell				X

7-Discussion and/or action on approval of Ordinance 2022-8-25 adopting the Development Agreement and Final Plat for Sage Development. (See Attachment #2) Jared Anderson, engineer for Huntsville Town started the presentation. There have been two engineering reviews on this development. He stated the plan set was sent to him a week ago, and the engineering firm has addressed each item. There have been two comments from Mr. Anderson that have not been addressed. The first is approval on the sewer design from the Weber-Morgan Health Department. The second item is approval of the wetland's delineation from the Army Corps of Engineers. Mr. Anderson stated CW Lands has received approval from the State of Utah on the sewer system design. He anticipates the approval from Weber Morgan Health will come in short order. He also commented, in his experience, the wetlands have been well researched and worked. He does not anticipate that the wetland's map would change, therefore changing the plat map in any way.

Todd Meyers made a presentation regarding the project. (See Attachment #3) There were remarks about the paths that will surround the project, the entrance to the property, the design of the street, the landscaping, fencing and redesign of the secondary drainage. Mr. Meyers explained the homeowners will be held to design standards and the wetlands that surround their properties. The homeowners will meet with a design board that will inform them and require them to stake out the wetlands and their boundary lines. Todd stated with Town Council approval today, they will approve the improvements for the property. There will not be work on the improvements until they receive the approval of the wetlands and Weber-Morgan Health

Department. The division of the property will not happen until CW Lands can file the final plat. CW Lands will not be able to sell lots until that time. The bond will have to be posted prior to the work being done. TCM Anderson asked how big the bond is for the project. Todd Meyers stated that they have a requirement for a 10 percent bond for the project, but 100 percent after the improvements are completed. Todd Meyers stated CW Lands will hold the property for an entire year to make sure that everything is right. The Town will have the opportunity to accept the development after the first year. Anything not completed at that time will take bonding for 100 percent of the work that needs to be finished. Jared Anderson responded that the bond amount for the project is 1.9 million dollars. The amount of the project is 1.78 million and the contingency of 10 percent brings the amount to 1.9 million.

Todd Meyers also gave an update on the Weber Morgan Health Approval. The State is requiring two tanks prior to the drain field that will be located directly north and east of the Chevron on State Route 39. This will be a good location of the drain field. In addition, Weber Morgan Health is also going to require a septic tank at each home. CW Lands will adjust for the requirement at the homes and the plans will not have to be resubmitted to Weber Morgan Health. This should speed up the approval by the County.

Mayor Sorensen asked Todd Meyers about the UDOT roundabout planned on SR 39 at 100 South in Huntsville. The roundabout will take a lot of land from property owners on that intersection. Todd Meyers reported UDOT is in the environmental study phase of the project. CW Lands has been told that the funding phase is possibly out ten years. UDOT would like to move the project onto more of CW Lands property. This would affect lot #19. This lot is bigger to meet the expectations of the project. The project also affects lot #20.

**Artie Powell entered the meeting at 7:45 p.m.**

Mayor Sorensen asked Tony Hill, Attorney for CW Lands to speak to the bonding of the project. Attorney Morris has reviewed the bond. This is an A-rated bond company. Mr. Morris is comfortable with the bonding.

Mr. Morris also explained State Code 10-9A-604.5 allows developers to start construction improvements prior to recording the final plat. TCM Anderson asked if the improvements could be slowed in the Development Agreement. Mr. Morris responded additional requirements slowing the improvements were not put into this development agreement. The development agreement follows the state code. Since the development agreement has not been approved, the conditions would need to be added to the development agreement.

TCM Artie Powell asked if CW Lands had addressed the conditions in the notice of action sent by the Planning Commission. Todd Meyers talked about the wetlands and the Weber Morgan Health Department. Jared Anderson stated most of the comments have been addressed by Reeves and Associates. Mayor Sorensen reviewed the requirements and conditions in the notice of action. Beckki clarified that the Town Council is approving the final plat, but all improvements need to be approved by the Town Engineer. Mayor Sorensen pointed out that the development agreement and the final plat would be approved at the same time.

TCM Ahlstrom asked about approving the development agreement and final plat without the Army Corp approval. He wanted to know if the plat would be affected by changes the Army Corp could make. Todd Meyers responded that the development agreement indemnifies the Town from any changes that might be made by the Army Corp.

The Town Council members wanted to add the notice of action conditions from the Planning Commission to the development condition. Mr. Morris advised the TC to make this part of their motion and add the notice of action as Appendix D.

Additional questions were addressed to the attorneys regarding the development agreement.

- 1) Paragraph four (4), page 2, subsection B "Density" – TMC Anderson pointed out some concerns with the following:

*If UDOT takes additional property from a lot making it non-conforming and the Developer owns said lot, then UDOT is presumed to have taken the value of the lot and the subdivision is reduced by that lot. In the event the owner of the lot has filed an application for a building permit it is vested under state law and any taking by UDOT that reduced the lot size below the standard shall render the lot a legal non-confirming lot.*

TCM Anderson stated that this seems like double dipping to him. He believes the Developer should not be compensated for property that the homeowner where the homeowner is allowed to build. TCM Anderson concurs with the idea of the last sentence for the property owner, but the first sentence is problematic for him.

- 2) Paragraph five (5), page 4, "Authorized Development Activities."

**Authorized Development Activities.** Upon execution of this Agreement, the following activities related to the Project and development of the Property shall be authorized:

- a. **Improvement Plans.** The Town Engineer shall review and return comment on each improvement drawing within thirty (30) days of receipt.
- b. **Final Plat.** The Developer submitted the Final Plat to the Town on or about June 15, 2022, and the Final Plat has been reviewed by the Town Engineer who has issued a Memorandum consisting of items to be addressed, and such items shall be resolved before signing and recording of the Final Plat.

TCM Anderson asked for an explanation regarding this paragraph. Attorney Tony Hill responded that this is according to state code. CW Lands is subject to the review by the Town Engineer and when the issues are resolved, they can go to final plat. Attorney Morris suggested that this would be a good place to add the requirement of being subject to the notice of action by the Planning Commission.

3) Paragraph six (6), subparagraph B, "Legislative Powers."

*Notwithstanding this Section 6(b), the Project shall be limited to one (1) single-family home and any and all other structures or improvements allowed in accordance with the Governing Standards and Guidelines.*

TCM Anderson asked the attorneys to explain what the intent of that sentence is in the context. Attorney Morris replied that the property owners would be allowed to build something else allowed in the zone, like a barn or an accessory building. Attorney Hill stated that sentence came as a request from someone in a work session. TCM Artie Powell stated he believes the sentence reads that the Development Agreement states that only one home be allowed in the entire Sage Development.

4) TCM Anderson asked Jared Anderson how the bonding requirements will work on this project. Jared Anderson stated that the firm that does the drawings, which in this case is Reeves and Associates, gives the Town Engineer a cost estimate for the project. He believes they have a good cost estimate that is included in the bond. The total amount of the project is bonded for. This is 1.9 million dollars. This has included the amounts of the sewer design. TCM Anderson asked the Town Engineer if he was comfortable that the Town is protected with the bonding amounts that are set forth. Jared Anderson replied that he is comfortable with the bonding agreement and the amount of the bond.

**TCM Ahlstrom motioned to approve Ordinance 2022-8-25 adopting the Development Agreement and Final Plat for Sage Development with the amendments of adding exhibit D, the notice of action from the Planning Commission recommending five conditions be inserted into paragraph five, subsection b. In addition, in paragraph 6, subsection b shall read, "the Project shall be limited to one (1) single-family home per lot and any and all other structures or improvements allowed in accordance with the Governing Standards and Guidelines." Mayor Sorensen seconded the motion. Roll Call Vote. All Votes Aye. Motion Passed. Votes are reflected below.**

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter				X
CM Artie Powell	X			

7-Discussion and/or action on approval of bid for the backup generator at the water treatment plant. (Attachment #4) Ron Gault stated he was here looking for backing of the only bid he had for a backup generator at the water treatment plant. He had come to the Town Council before, and the Town Council wanted him to seek an additional bid. Ron Gault talked with Brad Layton in length about his bid. The product that is being provided is unique and specialized. In addition, Brad Layton would be constructing the unit himself. Ron Gault has considered other options, but

in his opinion, there are no other options. He believes the cost of the project is considerable but in line with what the Town is asking Brad Layton to provide. The cost and effort to get the generator to Huntsville would exceed the bid that Brad Layton has provided. It would also take a lot of time to find another vendor. Huntsville Town would pay for the evaluations of the system to construct the same system. This project is qualified for the ARPA funds which have been distributed to Huntsville Town. **TCM Anderson motioned to approve the bid of \$30,000 by Brad Layton and hire him to complete the backup power generator project.** TCM Bruce Ahlstrom seconded the motion. Roll Call Vote. All votes Aye. Motion passed. Votes are reflected below.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter				X
CM Artie Powell	X			

8-Presentation by Zion's Bank regarding potential financing for the Community Center Project. (See Attachment #5) Marcus Keller introduced himself to the Town Council. He works in Zion's Public Finance. Mayor Sorensen called him regarding the possible financing of up to a million dollars on the new Huntsville Town Community Center.

He explained a general obligation bond which would go on the ballot of the election and raise property taxes for residents of Huntsville Town. To use legally available funds there are two different options.

1) A locally building authority would dedicate funds towards the bond. These are lease revenue bonds that can go out 20 years on the debt. The Fed is meeting soon to evaluate interest rates. It is a race to lock in rates prior to their meeting. Rates will continue to go up. Huntsville Town would have to hire bond council and create a local building authority. This would require public hearings and public notice. The process is lengthy and could typically take 90-100 days to secure funding. There will be lower interest rates on this option but higher upfront costs. School Districts, cities and towns use this option when constructing buildings because they have property to offer as capital. The interest rates on the examples should be looked like examples. The interest rates are moving targets.

2) Real Property lease is unique to Zion's Bank. Huntsville Town would be able to do this through the Town's own financing. It cuts out the local building authority. It is for smaller projects like a school district gym and or stadium seating. The costs up front are lower. It must be on property that Huntsville already owns. The interest rate is higher. It is a 15-year lease on fixed terms. The bank fees are lower. There is no prepayment penalty on this loan.

9-Discussion and/or action on payment to Ewing insecticide for tree treatment in the amount of \$3,700. (See Attachment #6) There is much to update on the status of the trees

in the park. The trees are being treated and the state forester has given Huntsville Town some ideas about how to move forward. This will be shared at another time when the TC is able to have additional time. TCM Bruce Ahlstrom motioned to approve the payment of \$3,700 to Ewing insecticide for the treatment of the trees in the park. TCM Anderson seconded the motion. Roll Call Vote. All Votes Aye. Motion Passed. Votes are reflected below.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter				X
CM Artie Powell	X			

10-Discussion and/or action on Resolution 2022-9-15 adopting a six-month moratorium on issuing any building permit on non-conforming or non-complying lots. (See Attachment #7) Beckki explained that the Appeals Authority felt it was imperative to make adjustment to the Huntsville Town Code regarding non-conforming lots. Beckki has noticed a public hearing for the Planning Commission in November. Attorney Morris is working on the amendments and the Planning Commission will start considering the changes. This resolution will formalize the moratorium. **TCM Anderson motioned to adopt Resolution 2022-9-15 adopting a six-month moratorium on issuing any building permit on non-conforming or non-complying lots.** TCM Bruce Ahlstrom seconded the motion. There was discussion on the purpose of a moratorium. TCM Anderson responded that the moratorium would provide some time to study some of the Huntsville legislation that may be problematic. Roll Call Vote. Three votes Aye. TCM Artie Powell voted to abstain. Motion passed.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard L. Sorensen	X			
CM Bruce Ahlstrom	X			
CM Kevin Anderson	X			
CM Sandy Hunter				X
CM Artie Powell			X	

11-Approval of the Bills, August, 2022. **TCM Bruce Ahlstrom motioned to approve the bills for August, 2022.** TCM Anderson seconded the motion. All votes Aye. Motion passed.

**TCM Anderson motioned to close the meeting.** TCM Bruce Ahlstrom seconded the motion. All Votes Aye. **Meeting is adjourned at 9:15 p.m.**

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Beckki Endicott, Town Clerk



September 15, 2022

**To:** Huntsville Town Council

**Submitted By:** Beckki Endicott, Clerk

**Subject:** Business License for Elliott Pathman for Energy Savers Insulation LLC

**Background:** Elliott Pathman is a solitor for Energy Savers Insulation LLC. The company sells and installs solar panels. He is seeking a business license to go door to door selling solar services. The company is licensed in the state of Utah and has a State Sale Tax I.D. The company has provided a clean background check for Elliott Pathman. The applicant will wear credentials during the business hours he will be soliciting. The address of the business is 245 E 2150 North in Layton, Utah.

**Recommendation:** A business license for peddling is usually for two weeks and the cost is \$25. The applicant is seeking the time periods of September 14<sup>th</sup> to December 1<sup>st</sup> and Jan 1<sup>st</sup> through February 28<sup>th</sup>. For this extensive period of time, I would recommend a regular commercial license with the associated fee of \$75.

**Motion:** To approve/not approve a commercial business license for Elliott Pathman and Energy Savers Insulation, LLC.

**Action:**

**Motion:** Artie  
**Second:** Kevin  
**Mayor Sorensen:** Aye  
**Bruce Ahlstrom:**  
**Kevin Anderson:** Aye  
**Sandy Hunter:** Aye  
**Artie Powell:** Aye

**Mailing Address**

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**Mayor**

Richard L. Sorensen

**Town Council**

Kevin Anderson  
Bruce Ahlstrom  
Sandy Hunter  
Artie Powell

**Town Clerk/Recorder**

Beckki Endicott

**Treasurer**

Sheree Evans

**Attorney**

Bill Morris

## 2023 OVPSA HUNTSVILLE PARK BUDGET

REVENUE		HUNTSVILLE PARK	
1.1	OVPSA Property Tax	OVPSA Allocation of Funds	\$ 35,000
1.2	Property Tax Other (HV)	Huntsville Town Tax from General Fund, estimate	8,000
1.3	Fees in Lieu of Taxes	Park Rental/Event Fees	5,250
1.4	Charges for Services		
1.5	Interest Income		
1.6	Donations	Donations to the Park	4,716
1.7	Other Income		
1.9	Transfers from Other Funds		
1.10	Contribution from Fund Balance	Fund Balance	
1.11	Misc. Other		
<b>TOTAL REVENUE</b>			<b>\$ 52,966</b>
<b>EXPENSES</b>			
2.1	Salaries and Benefits	Park Management	\$ 3,500
2.2	Operating Expenses	Contractor Services, Grounds (Inc Tree Removal)	50,000
		Equipment and Supplies	2,000
		Park Improvement	8,000
		Gen Operating Expenses (Inc. Utilities)	12,000
		Building/Park Repair & Maintenance	800
	Other	Fourth of July	16,675
<b>Expenses Subtotal</b>			<b>92,975</b>
2.4	Capital Outlay	Capital Improvement	2,000
2.5	Debt Service		-
<b>TOTAL EXPENSES</b>			<b>\$ 94,975</b>
2.10	Contribution to Fund Balance	<b>Budget Huntsville Town Park</b>	<b>\$ (42,009)</b>



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**Mayor**  
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**Town Council**  
Kevin Anderson  
Sandy Hunter  
Artie Powell  
Bruce Ahlstrom

**Town Clerk/Recorder**  
Beckki Endicott  
Shannon Smith

**Treasurer**  
Sherree Evans

**Attorney**  
Bill Morris

Re: Request to vacate alley at

Dear \_\_\_\_\_,

In response to your inquiry about vacating the public alley, (the "Alley") owned by the Town of Huntsville, which provides access to your property, and other properties including \_\_\_\_\_, we have reviewed the steps and procedures required for such a vacation. Pursuant to statute, a petition to vacate must be submitted to the Town. The petition requirements include without limitation the following:

1. The name and address of each owner of record of land that is adjacent to the subject alley, or within 300 feet of the Alley.
2. A correct and accurate survey of the Alley depicting all properties (and identifying all property owners) within 300 feet of any portion of the alley.
3. The signature of each owner identified above who consents to the vacation.
4. The Town legislative body (the Town Council) must then hold a public hearing to determine whether good cause exists for the vacation of the Alley; and to determine whether the public interest or any person or property may be materially injured by the proposed vacation.
5. Following the hearing, the legislative body may adopt an ordinance granting a petition to vacate some or all of the subject Alley, only if it finds that
  - a. Good cause exists for the vacation of the Alley, and
  - b. Neither the public interest nor any person will be materially injured by the vacation of the Alley

The Town may require a fair market value payment for the property vacated from the party requesting the vacation. The reason is to ensure that the Town does not violate the public interest by transferring a public asset without appropriate consideration.

The Town is willing to consider this issue if and when an appropriate petition satisfying the requirements set forth above is submitted to the Town.

Sincerely,

Richard L. Sorensen, Mayor  
Town of Huntsville