

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING
Thursday, December 1, 2022, 6:45 p.m.
Huntsville Town Maintenance Office, 165 South 7500 East, Huntsville, Utah

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

Zoom:

Citizens: Amanda Hessenauer, Cami Moss, Lt. Ryan, Sheree Evans - Treasurer

1-TCM Sandy Hunter 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-Presentation of the Audit: Cami Moss from Child Richards presented the information from the 2021-2022 audit. **(See Attachment #1)** The public can review the information given in the audit report on file at the Huntsville Town Hall Office.

6-Sheriff's Report: Lt. Ryan reported Huntsville is in the transition from Fall to Spring. The Sheriff's Department is working the traffic control aspects of the Valley. There was a change in the format to the monthly reports which are sent to the municipalities that are generated by the Sheriff's department.

7- Discussion and/or action on the acceptance of the audit for 2022. **TCM Bruce Ahlstrom motioned to accept the audit as presented.** TCM Artie Powell 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-Discussion and/or action on approval of Shannon Smith as an official signer for the Town of Huntsville. To strengthen internal controls, it was suggested Sheree Evans be removed as a

signer for Huntsville Town and Shannon Smith be added as a signer. **TCM Bruce Ahlstrom motioned to approve Shannon Smith as a signer for the Town of Huntsville.** TCM Artie Powell seconded the motion. 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			

9-Discussion and/or action on approval of minutes for Town Council Work Session for November 17, 2022. (See Attachment #2) **TCM Bruce Ahlstrom motioned to approve the amended minutes for the Town Council Work Session for November 17, 2022.** TCM Artie Powell seconded the motion. All votes Aye. Motion Passed.

10-Discussion and/or action on approval of minutes for Town Council Meeting November 17, 2022. (See Attachment #3) **TCM Bruce Ahlstrom motioned to approve the amended minutes for the Town Council Work Session for November 17, 2022.** TCM Artie Powell seconded the motion. All votes Aye. Motion Passed.

11-Discussion and/or action on approval of Resolution 2022-10-20 adopting development agreement with the Wangsgard 41 Trust. Beckki explained that the details of the agreement are not complete and final. There was input from our Town Engineer that needed to be worked on with TCM Kevin Anderson. Beckki explained that the input from the Town Engineer would simplify the agreement. She let the Wangsgard know about the delay. The Town Council will look towards January. **TCM Bruce Ahlstrom motioned to table Resolution 2022-10-20.** TCM Artie Powell seconded the motion. All votes Aye. Motion passed.

12-Discussion and/or action on approval of contract amendment for Steve Benjamin. (See Attachment #4) Sheree Evans explained that Steve Benjamin is our water master and had not received a pay increase for some time. The mayor is recommending a 5% increase in his hourly rate. **TCM Bruce Ahlstrom motioned to approve the contract amendment #3 raising the hourly rate for Steve Benjamin.** TCM Artie Powell seconded the motion. Roll Call Vote. All Votes Aye. Motioned 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-Approval of the Bills, October 2022. There was not a motion or approval on the Bills for October 2022 on the last agenda. Beckki explained the TC was in a rush to leave the library that night. **TCM Bruce Ahlstrom motioned to approve the Bills for October 2022.** TCM Artie Powell seconded the motion. Roll Call Vote. All votes Aye. Motioned 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			

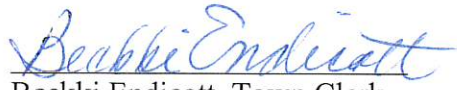
15- Planning Commission Update: TCM Hunter explained the Planning Commission had met that night to approve the Boundary Line Adjustment for Steve Johnson. The previous month the TC had identified some issues with the drawing that was presented for approval. The boundary line adjustment was conditionally approved by the TC in last month's meeting if Steve Johnson would update the boundary line on the east to be adjusted around the art studio and that an updated drawing be presented to the Planning Commission by November 30th. The Planning Commission has reviewed the changes to the boundary line adjustment tonight, December 1st and made a favorable recommendation.

16-Update on Emergency Preparedness and CERT: TCM Bruce Ahlstrom reported on the meeting regarding the mitigation plan that FEMA recommends. The last plan was written in 2015. A new mitigation plan is now required. TCM Ahlstrom reviewed some of the goals for the 2015 plan. Huntsville Town has done a great job of meeting the goals of 2015. He would like some input from the Town Council regarding the new goals for the mitigation plan. He would like to see some emphasis on CERT training for all residents. He has reserved January 12th for an emergency preparedness meeting at the library for all residents. He would like to have these meetings every other month. Huntsville Town is looking for two additional block captains due to openings.

TCM Artie Powell was wondering about meeting with our attorney on a closed session regarding questions of road vacation. Beckki suggested that the Appeals Committee is meeting on December 12th. She will try to coordinate a meeting for the Appeals.

TCM Powell stated that January 7th at 8:30 a.m. the Ogden Valley Parks Association is having a public meeting at the Eden Bowery. On January 5th, during the work session, he would like to discuss the park and what Huntsville wants to see for Huntsville Park going forward in the next couple of years. The Ogden Valley Parks Association is talking about RAMP grants for January 2023. Beckki reported that Huntsville Town is going to apply for a major grant from RAMP for the Town Hall. TCM Artie Powell wanted to know if the Town Council needed to make some official recognition that the area surrounding the new town hall site is part of the Huntsville Park.

TCM Bruce Ahlstrom motioned to adjourn the meeting. TCM Artie Powell seconded the motion. All Votes Aye. Meeting is adjourned at 8:13 p.m.


Beckki Endicott, Town Clerk



November 7, 2022

To the Mayor and Town Council of
Huntsville Town

We have audited the financial statements of the governmental activities, business-type activities, and each major fund of Huntsville Town for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 18, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Huntsville Town are described in Note 1 to the financial statements. New accounting policies were adopted and the application of existing policies were changed during the year ending June 30, 2022. We noted no transactions entered into by Huntsville Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Town's financial statements was (were):

Management's estimate of the useful life of capital assets is based on historical averages of replacements.

We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements. Uncorrected misstatements or matters underlying those uncorrected

ROYCE J. RICHARDS, J.D., CPA | RYAN R. CHILD, CPA

misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule summarizes both material and immaterial misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 7, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Huntsville Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Huntsville Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of Mayor and Council and management of Huntsville Town and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Child Richards CPAs & Advisors

Huntsville Town
6/30/2022

1	70 11-110	Cash Allocation	17,117.97	
	70 18-108	DUE FROM OTHER FUNDS	17,117.97	
	70 36-601	INTEREST EARNINGS		2,760.94
	70 38-202	BURIAL PERMITS		12,200.00
	70 38-404	CEMETERY PLOT SALES		19,275.00
		Correct an JE client made in July incorrectly		
2	10 29-000	FUND BALANCE		12,000.00
	10 40-502	OPERATING SUPPLIES	5,000.00	
	10 40-502	OPERATING SUPPLIES	661.95	
	10 64-301	UTILITIES WATER	917.55	
	10 40-301	UTILITIES- TOWN HALL WATER	66.50	
	10 50-301	UTILITIES: HISTORY WATER	50.00	
	10 54-301	UTILITIES- ROADS WATER	50.00	
	10 11-100	CASH IN COMBINED FUNDS	5,254.00	
	50 11-100	CASH IN COMBINED FUNDS		5,254.00
	50 34-405	WATER SERVICE	1,084.05	
	50 41-305	WASTE AND DISPOSAL	4,169.95	
		Make Fund Balance Tie out from PY		
3	10 11-110	Cash Allocation		31,700.00
	10 18-108	Due from	31,700.00	
	30 21-108	Due from		31,700.00
	30 11-110	Cash Allocation	31,700.00	
		AJE to correct entry made incorrectly when PTIF account was closed out		
		WP 20BA		
4	10 20-245	DEFERRED REVENUES	5,000.00	
	10 11-110	Cash Allocation		5,000.00
	40 36-603	DONATIONS		5,000.00
	40 11-100	CASH ALLOCATION	5,000.00	
	40 29-101	RESERVED FUND BALANCE		5,000.00
	40 29-000	FUND BALANCE	5,000.00	
		Reclass money received from Zions to 4th of July fund then they wanted to reserve this money for future use- so reclassified a portion of fund balance		
5	10- 40-201	PROFESSIONAL SERVICES		72,821.00
	10- 40-202	Sherriff	67,433.00	
	10- 40-202	Animal Control	5,388.00	
		Reclass professional fees to Sherriff & Animal Control		

6	10 38-404	CEMETERY PLOT SALES	425.00	
	10 38-405	CEMETERY PERPETUAL CARE	35,362.50	
	10 38-601	INTEREST EARNINGS- CEM PERP CARE	1,512.71	
	10 11-110	CASH IN COMBINED FUNDS		37,300.21
	70 11-110	Cash Allocation	37,300.21	
	70 38-202	BURIAL PERMITS		16,450.00
	70 38-404	CEMETERY PLOT SALES		19,337.50
	70 36-601	INTEREST EARNINGS		1,512.71
		Move cemetery related items to correct fund		
7	30 99-800	Closing Costs	31,164.00	
	30 37-703	GAIN ON SALE OF FIXED ASSETS		31,164.00
		Record expenses associated with sale of town hall		
8	30 33-303	LOCAL GRANTS	2,000.00	
	30 11100	CASH IN COMBINED FUNDS		2,000.00
	40 33-303	LOCAL GRANTS		2,000.00
	40 11100	CASH IN COMBINED FUNDS	2,000.00	
		\$2,000 of RAMP Grant was for 4th of July and \$2,000 needed to stay in general fund for history building repairs		
9	10 32-203	BUILDING PERMITS	500.00	
	10 34-401	BUILDING IMPACT FEES		500.00
		Reclass		
10	50 41-800	DEPRECIATION	231,010.36	
	50 19-308	ACCUMULATED DEPRECIATION		231,010.36
		Record CY Depreciation in Enterprise Fund		
11	10- 29-000	FUND BALANCE	16,294.59	
	10- 29-120	RESTRICTED RET EARNINGS ROADS		16,294.59
		Restricted portion of Debt		
12	10 32-203	BUILDING PERMITS	19,747.50	
	10 32-201	OTHER LICENSES/PERMITS		1,463.50
	10 11-100	CASH IN COMBINED FUNDS		18,284.00
	50 34-201	WATER CONNECTION FEES		15,000.00
	50 34-204	WATER METER FEES		3,284.00
	50 11-100	CASH IN COMBINED FUNDS	18,284.00	
		Reclass building permits because all revenue was recorded in building permits		
13	50 14-104	ACCOUNTS RECEIVABLE	6,833.00	
	50 34405	WATER SERVICE		6,833.00
		Adjust AR to match		

Public Notice that Audit Complete and Available for Inspection

Public notice is hereby given in accordance with Utah Code 10-6-152, that the Audit Report of the Annual Independent Audit for Fiscal Year ending June 30, 2022, for Huntsville Town has been completed and was received by the Town on or about January 9, 2023. A copy of the Audit Report may be inspected during regular business hours at: Town Hall, 7381 East 200 South, Huntsville, Utah.

Certificate of Posting

I hereby certify that the foregoing Notice was duly posted on the Utah Public Notice Website and posted at three (3) locations in the Town as follows: 1) Town Hall Office, 2) Huntsville Town Post Office, and 3) www.huntsvilletown.com.

Beabki Endicott

Town Clerk

DATE: 1-19-23

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING
Thursday, November 17, 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	Present
Artie Powell	Council Member	Zoom
Beckki Endicott	Clerk	Present
William Morris	Legal Counsel	Excused

Zoom:

Citizens: Brent Weil, Jay Curtis, Jessica Proctor, Chassandra Doret, David Green, Trish Painter, Sheree Evans – Treasurer, Amanda Hessenauer, Allen Endicott, Michaeline Wangsgard, Bill Wangsgard

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

2-Pledge of Allegiance led by Allen Endicott.

3-Opening Ceremony given by TCM Bruce Ahlstrom.

4-Public Comments: There were none.

PUBLIC HEARING

1-Motion to close regular meeting and open a public hearing on Ordinance 2022-11-17 vacating a public street, part of 6700 East. TCM Sandy Hunter motioned to close the regular meeting and open a public hearing on Ordinance 2022-11-17 vacating a public street which is part of 6700 East. TCM Anderson seconded the motion. All votes Aye. Motion passed.

(See Attachment #1)

Mayor Sorensen asked for public comments.

2- Public Comments: There were none.

Mayor Sorensen described the ordinance for those present. TCM Hunter described the land and history of the parcel which Ordinance 2022-11-17 addresses. TCM Powell called for a point of order and reminded the TC any discussion needed to be had outside the public hearing.

3-Motion to close public hearing and open regular Town Council Meeting. TCM Sandy Hunter motioned to close the public hearing on Ordinance 2022-11-17 vacating a public street and

return to the regular meeting. TCM Anderson seconded the motion. All votes Aye. Motion passed.

ACTION ITEMS:

6-Discussion and/or action on Ordinance 2022-11-17 vacating a public street. (See Attachment #1) There was a discussion regarding the exhibits. Beckki will attach the survey from Gardner Engineering as Exhibit "A" and the legal description of the street in question as Exhibit "B."

TCM Sandy Hunter motioned to table any action on Ordinance 2022-11-17 until the Town Council can meet with Attorney Morris. TCM Anderson seconded the motion.

TCM Powell was on Zoom and requested more information for tabling the discussion. TCM Anderson suggested that the information regarding the issues were privileged but felt that any action could be taken in the near future.

Four votes Aye. One vote Nay. 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		

6-Discussion and/or action on approval of the minutes from Town Council Meeting October 20, 2022. (See Attachment #2) **TCM Sandy Hunter motioned to approve the Town Council Meeting Minutes for October 20, 2022.** TCM Kevin Anderson seconded the motion. Four votes Aye. TCM Ahlstrom abstained. TCM Ahlstrom did not attend the TC meeting on October 20, 2022. Motion passed.

7-Discussion and/or action on Ordinance 2022-10-27 on removing noticing requirements in newspapers regarding subdivision amendments. (See Attachment #3) Beckki explained that currently any subdivision amendments need to come to the Town Council. The Huntsville Town Code recognizes that the Planning Commission has already recommended the subdivision plat. However, if the subdivision plat is amended it requires that the notice be placed in a newspaper for 4 consecutive weeks. The last time this happened the newspaper charge from the Standard Examiner, which is not the most popular newspaper in the Valley, was around \$1000. Beckki is seeking this change in the code to follow the State Code in hopes of saving the Town some money.

Beckki read in the new ordinance. She made grammatical corrections. **TCM Sandy Hunter motioned to adopt Ordinance 2022-10-27 on removing noticing requirements in newspapers regarding subdivision amendments.** 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			

8-Discussion and/or action on approval of Utah Symphony Event for 2023. Beckki introduced David Green, Senior Vice President and Chief Operating Officer for the Utah Symphony and Opera. Mr. Green introduced his group and stated they are here at the Town Council Meeting to seek permission to do a free concert in Huntsville Park in August. They have received funding from the State of Utah to do tours of concert in rural Utah. Their objective is to build community relationships. The organizations have been working with the Mountain Arts Organization and Trish Painter in trying to set up a concert in the area. They love the venue of Huntsville Park. The concert is scheduled for August 7, 2023, at 7:30 p.m. The concert will be free to the public. Mr. Green explained they have been doing these kinds of tours the last few years. They believe the park will be an excellent venue for the event. He showed a video to the Town Council about the last tour done through rural Utah.

He described the trailer and equipment that they will bring to the park. The truck is the stage and backdrop. They have learned how to maneuver the truck to not leave scars to the land and the park. They are very careful with environment. The organization would also like to provide some educational events in conjunction with the event.

Mayor Sorensen emphasized that Huntsville went through a major renovation of the lawn at Huntsville Park several years ago to make sure that the lawn was even and not bumpy. Mr. Green stated they will go through and identify the sprinklers and figure out the ways in which not to cause any damage to the lawn and surroundings. Other Town Council members asked questions about logistics.

An application for the event will be forthcoming. **TCM Anderson motioned to reserve the entire Huntsville Park for the Utah Symphony concert and approve the Utah Symphony Event for August 7, 2023.** TCM Sandy Hunter seconded the motion. All votes Aye. Motion passed.

9-Discussion and/or action on Resolution 2022-11-7 adopting development agreement with Bill & Michaeline Wangsgard. (See Attachment #4) **TCM Anderson is working on refining the development agreement. He would like time to draft a final copy.** TCM Anderson motioned to table the item until the next meeting on December 1st. TCM Sandy Hunter seconded the motion. All votes Aye. Motion passed.

10-Discussion and/or action on business license application for Jessica and Paul Franzen, Green Haus. (See Attachment #5) TCM Hunter motioned to approve the business license for Jessica Paul Franzen for Green Haus. TCM Bruce Ahlstrom seconded the motion. All votes Aye. Motion passed.

11-Discussion and/or action on appointment to Planning Commission Chair. (Attachment #6) Mayor Sorensen introduced Allen Endicott who has been serving as interim chair for the Planning Commission since Doug Allen's passing. Mayor Sorensen would like to nominate Allen Endicott to Chairman of the Planning Commission. **TCM Hunter motioned to approve the appointment of Allen Endicott as Planning Commission Chairman.** TCM Anderson seconded the motion.

Mayor Truett expressed his appreciation for Allen Endicott in taking the position of Chairman. TC members also expressed appreciation. TCM Artie Powell asked that the Planning Commission start looking and working on the Ordinance revising how the Planning Commission works. The ordinance has been delayed for about a year. Allen Endicott responded that the Planning Commission would like to have a work session with the TC regarding this ordinance after the first of the year.

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			

12-Discussion on first quarter financials. (See Attachment #7) Sheree Evans, treasurer for Huntsville Town, stated that the audit committee has meant. She included a copy of the first quarter financial reports in the Town Council packets.

TCM Hunter asked about the park supplies budget which is over the limit. Sheree Evans explained that this was due to the pesticides for treating the beetle infestation. This was a large expense for the park.

TCM Anderson also noted the Town was overbudget in water line repairs. Sheree and Mayor Sorensen explained Huntsville had some expensive breaks outside of Town on Huntsville Water lines during the installation of the fiber optic line. They have met with All West and they are unwilling to take care of the expense. Blue Stakes was 20 feet off their mark. Huntsville Town has already paid the expense. Beckki suggested that maybe they work with our engineer.

Sheree reported that the audit is almost complete. Some improvements that will need to be changed in the future is to have the audit committee meet more consistently.

13-Discussion and/or action on Boundary Line Adjustment for Steve Johnson. (See Attachment #8) Steve Johnson was not in attendance. The petition for a boundary line adjustment has been signed and the fees have been paid.

TMC Powell asked for a better explanation of the adjustments on parcel #240140048. Mayor Sorensen stated that Steve Johnson is selling .75 acres to Brent Weil and then .75 to the Hessenauer's. These are the adjacent neighbors to the property. Brent Weil corrected Mayor Sorensen and stated that a third of an acre was being sold to him, not .75 acres. Brent Weil stated the amount of land was originally three quarter of an acre. Steve changed his mind and sold him one third of an acre. The map given to both the Planning Commission and the Town Council was the original map showing the boundary line adjustment that reflected .75 acres going to Brent Weil.

Amanda Hessenauer forwarded the new survey map to Beckki who shared it with the rest of the Town Council. TCM Sandy Hunter stated that the Planning Commission recommended approval on the original lines and not the amended lines. TCM Anderson agreed. TCM Sandy Hunter would like to see the actual drawing of the lines.

Beckki showed the new map provided by Amanda Hessenauer. The frontage of the parcel remains the same but the back line on the west side is changed. TCM Hunter pointed out to the TC that the parcel will still be conforming with the appropriate frontage and area. All parcels the boundary line adjustment touches will be conforming as to frontage and area.

TCM Ahlstrom asked about the east boundary and whether it was cutting through the outbuilding on the Hessenauer property. The new plat map shows the east boundary is going through the outbuilding. Amanda Hessenauer stated that her western boundary is not changing on the front of her lot. It is just extending directly north. There is a discrepancy in the plat maps. The art studio has always been on the boundary line.

TCM Anderson commented that the amended plat is improved but he would like to see the Planning Commission have the opportunity to recommend the change. Mayor Sorensen agreed the lots were conforming and the amendment is improved.

TCM Anderson motioned to approve the amended plat. TCM Bruce Ahlstrom seconded the motion.

There was additional discussion about the property line and the fence line. TCM Artie Powell recalled that there have been situations in the past where the Planning Commission has not recommended a site plan then the owner went to the TC where they approved a different site plan. Then it ended up at the Variance Board with a third plan. TCM Powell stated the committees are deviating from the procedure and that could get the Town into a predicament.

Mayor Sorensen acknowledged this was a good point made by TCM Powell, but felt that the adjustment was an improvement.

TCM Anderson withdrew his motion and would like to yield to a new motion made by TCM Bruce Ahlstrom. TCM Ahlstrom stated that he would like to see the resolution of the line that runs through the art outbuilding on the property. This was an opportunity to fix the line. TCM Anderson suggested that if the empty lot was sold, the line running through the building might become an issue. There were suggestions that the building didn't have footings and could be easily moved.

TCM motioned to send the boundary line adjustment back to the Planning Commission and have them look at the most recent survey map. He recommends the Planning Commission require the property owner to adjust the boundary line to be the proper set back around the art outbuilding which the current map shows. TCM Bruce Ahlstrom seconded the motion.

Mayor Sorensen asked both Brent Weil and Amanda Hessenauer how the delay might affect them. Brent Weil stated that Steve Johnson already approved and filed the change of the boundary line at the County Recorder's office. Brent Weil stated he was aware of the process and Steve took care of the footwork. The Town Council pointed out that the boundary line adjustment is an illegal adjustment. Beckki stated that the Town could file a Certificate of Noncompliance on the property if the property owners are not compliant with the process.

There was a discussion regarding the set back and boundary line. TCM Anderson suggested that in the future the PC require a survey with all of the outbuildings on the property so that adjustments made to boundary lines are made according to the buildings that are already existing on the property.

Amanda Hessenauer asked if it was possible to get conditional approval from the Town Council regarding the boundary line adjustment.

TCM Anderson amended his motion to be conditional approval, approving the boundary line adjustment subject to having the PC review the proper plat and make a recommendation that is favorable and requiring Steve Johnson to change the boundary around the outbuilding.

TCM Artie Powell would like to see the motion reflect that the boundary line change be done only if the building is not moveable. There was additional discussion regarding whether or not the building could be moved and whether or not Hessenauers wanted the building to be moved. TCM Anderson stated that this places an undue burden on the Hessenauers when it was Steve Johnson's responsibility. TCM Powell stated he felt that the boundary line was drawn off the fence line originally and the line was there for twenty years. TCM Anderson stated that Steve owned both pieces of property so the fence line could not create a boundary line.

TCM Anderson amended the previous motion to include a deadline of November 30th, 2022, or the conditional approval no longer stands. 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			

Brent Weil asked how this motion would affect his boundary line. TCM Anderson stated he believed the filing at the County was technically illegal because it wasn't approved by the Town. TCM Anderson stated that Steve Johnson would need to correct everything, or he would be out of compliance on the Weil's side as well.

14-Approval of the Bills, October 2022. There was not a motion on the bills.

15-Department Updates:

TCM Bruce Ahlstrom will update CERT information at the next meeting.

TCM Sandy Hunter announced that the locked gates at Cemetery Point are now open. There was discussion regarding the repaving of the road. TCM Hunter stated that the Forest Service has not impacted the road.

TCM Anderson motioned to close the meeting. TCM Bruce Ahlstrom seconded the motion. All Votes Aye. **Meeting is adjourned at 8:57 p.m.**

Beckki Endicott, Town Clerk

WORK SESSION – Thursday, November 17, 2022

Minutes of the Huntsville Town Council work session held at the Ogden Valley Library, 131 South 7400 East, Huntsville, Utah, 84317 on Thursday, November 17, 2022, at 6:00 p.m.

The work session addressed a proposed amendment to the Dale Grant Subdivision. Dave Grant, son of Dale Grant, presented the proposal to the Town Council. The Huntsville Town Code requires a subdivision amendment to come to the Town Council. Dave Grant would like to settle his father's estate and is asking for an addition of a lot south of the existing house and barn.

Attending: Allen Endicott – PC Chair, Gwen Park, Sue McLachlan, Michaeline Wangsgard, Bill Wangsgard, Zach Grant, Kathryn MacFarland, Mayor Sorensen, TCM Artie Powell, TCM Kevin Anderson, TCM Bruce Ahlstrom

Mayor Sorensen called the meeting to order. He turned the time over to Dave Grant for his presentation.

Dave Grant stated he and his dad have met with the Planning Commission a number of times over the years. One of the meetings that Dave and Dale had attended, Doug Allen suggested that an easement be added to the property so that the family could use the bottom southwest portion of the Dale Grant Subdivision in a cluster subdivision. They chose the easement to be 22 feet wide so that it could serve as an access.

In addition, the Town sold Dale Grant an additional 17 feet of frontage by vacating and purchasing the road at 6600 East. This road was exactly west of where the Dale Grant home was. Dale Grant's desire was to keep this land in the family.

(See the attachments including the 3rd Amendment of the Dale Grant Subdivision)

It is Dave's belief that the vacated road could be used as frontage to create a new lot at the southwest portion of the property. He also believes there was intent by the Town to allow an additional lot at that location by advising the Grant family to put in an easement adjacent to what is now the Jason Kyle property.

Mayor Sorensen asked Dave about the easement because on the subdivision map it looked like only 20 feet instead of the 22 feet. Mayor Sorensen suggested the purpose of this easement could be for utilities.

TCM Sandy Hunter clarified that this was for public utilities. Dave stated that this easement was a Right of Way easement. TCM Hunter stated that ROW easements are used for public utilities.

Dave Grant wanted to know from the Town Council what possibilities there were for adding a lot on the back of their property. TCM Hunter stated that the Huntsville Town

ordinances call for 130 feet of frontage on a 66-foot-wide Town public road. Dave stated he was familiar with the ordinances, and this was why Doug Allen suggested adding the easement so that there could be a cluster subdivision on the back of the property. TCM Hunter stated that you would still need a 66-foot-wide road to get back to the houses. Dave Grant stated the road requirement was not mentioned to him at the time Doug Allen suggested cluster subdivision.

TCM Hunter stated she remembered Doug Allen talking about easements and making sure 10-foot easements were put in for public utilities. She stated she was sorry that Doug Allen could not be here to speak to the intent of this advice, but she believed he recommended the easement for utilities and not for "frontage" or right of way access. She worked with Doug Allen for many years. She thought it could be possible that Dave Grant might have misunderstood.

Dave Grant stated there was no misunderstanding. This is why the easement is 22 feet. Dave Grant went on to say that if the family could not access the lots by the easement they recorded, his understanding was that they could have frontage off 6600 East. The location of 6600 East is west of the Dale Grant home. Dave Grant stated that this used to be 66 feet. Dale Grant purchased 17 feet of that right of way. This would leave 49 feet. Dave stated that this left enough for a lane.

The Town Council told Dave Grant that the Huntsville Town Ordinances do not recognize lanes. They also do not recognize cluster subdivisions. Dave Grant stated cluster was discussed with him many years ago. TCM Hunter recognized that cluster subdivisions were being studied many years ago but were never adopted into the code. Dave Grant stated the Huntsville Town Code does have verbiage regarding cluster subdivision. TCM Hunter stated the General Plan does mention the idea of cluster subdivisions, but that is the only area of the code that is noted with these references.

TCM Hunter went on to discuss that Huntsville Town might adopt cluster subdivision ordinances in the future, but it is not a discussion at this time. If the Town did adopt cluster subdivision ordinances, the subdivisions would need to be located on a 66-foot-wide public road. She went on to reference the "lot 6" that was proposed by the Grants April 30, 2015. She was a member of the Planning Commission at that time and was present for that meeting. The Planning Commission in 2015 could not approve the "lot 6" at the location that Dave Grant is currently proposing because it would make a lot that was non-conforming with no frontage. Dave Grant stated that cluster subdivisions allow for non-conforming lots. He asked if the Town had ever adopted cluster subdivision. TCM Hunter confirmed that the Town has never adopted or approved a cluster subdivision.

Dave Grant asked again how the Grant family could make another lot at the back possible. TCM Hunter explained the lot would have to be off a public street. The only public street that the Dale Grant Subdivision has is 100 South. There would have to be a 66-foot wide, dedicated, public road that would connect to 100 South to bring it to the back of the lot.

It probably could be done between the Kyle's lot and historic home lot. It would require dedicating a 66-foot-wide road through that lot to the back of the property.

Commented [SH1]: require dedicating

Dave Grant stated he had been told that he only needed 33 feet to have a lane. TCM Hunter stated they don't recognize lanes. He asked if Huntsville ever had any lanes. TCM Hunter replied they don't have any lanes. Dave was insistent that 33 feet was an official lane and could be given frontage. He stated it 6600 East was an official street. The Weber County maps do not show a street.

Beckki stated that it was possible that when Dale Grant purchased the 17 feet the street was vacated. The plat map shows Forest Service ownership. Dave Grant was using a plat map printed in 2015. The vacation of the road happened some time after 2017. Dave again stated that the lane option would be an acceptable option. He stated that his dad's intention in his trust was to create the lot in the southwest corner of the property.

TCM Hunter stated that within the current ordinances there is a possibility of taking the lot frontage between the Kyle's and the original home and turning out into a road that goes back to the rear of the property. It is possible that there is enough land for two lots. Dave would have to work out the details to see if can get the frontage and the adequate size of the lots, but that possibility would work within the current Huntsville Town ordinances. The Grant family would need to dedicate that road to the Town. The Grant family would have to give up a lot in order to establish a road. Dave believes there is enough room for three lots.

Katherine MacFarland commented that the children of Dale Grant are trying to decide what is best for all beneficiaries involved. Some of the children want lots and others do not. Dave has been given a lot in the trust. She stated that Dave wants to build on the possible "lot 6." Katherine and other siblings would like to see that location of the subdivision remain as pasture. Katherine MacFarland stated that her father had the home, shed and barn on his lot. The back corner as it is referred to, would be good pasture for keeping a horse. She would like to propose Dave receive the front lot.

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

Meeting adjourned at 6:40 p.m.

Beckki Endicott, Huntsville Town Clerk

INDEPENDENT CONTRACTOR AGREEMENT ADDENDUM #3

THIS INDEPENDENT CONTRACTOR AGREEMENT ADDENDUM 26th Day of October 2022

BETWEEN:

Huntsville Town Corporation, P.O. Box 267, Huntsville, Utah 84317

AND

Steven Scott Benjamin, 5813 E. 2100 N., Eden, Utah 84310

AND

IN CONSIDERATION that modification to the original agreement is required to the following:

Compensation (Page 2)

10. "For the services rendered by the Contractor as required by the Agreement, the Client will provide compensation to the Contractor at the rate of \$29.50 per hour. In the event that services rendered required by the Client occur after 6 p.m., on Saturday or Sunday, or legal holiday, the Client will provide Compensation to the Contractor at the rate of time and half.

The EFFECTIVE date of the compensation increase will be made on November 1, 2022. All other terms of subcontract agreement remain unchanged.

Date: _____

Richard L. Sorensen, Mayor
Huntsville Town Corporation

Date: _____

Steven Scott Benjamin
Independent Contractor