

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING
Thursday, September 30th, 2021, 7:00 p.m.
Huntsville Town Hall, 7309 East 200 South, Huntsville, UT

Name	Title	Status
James A. Truett	Mayor	Present
Richard Sorensen	Council Member	Present
Max Ferre'	Council Member	Present
Wendy McKay	Council Member	Present
Kevin Anderson	Council Member	Zoom
Beckki Endicott	Clerk	Present
William Morris	Legal Counsel	Excused

Citizens: Jeff Stephens, Leila Stephens Lane Findley, Bill Wangsgard, Bill White, Larry Harvey, Rod Belnap, Jim Taggart, Sheree Evans

Citizens on Zoom:

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

2-The Pledge of Allegiance was led by Superintendent Jeff Stephens.

3-Opening Ceremony was led by TCM Max Ferre'.

4-Citizen Comments. There were no comments.

5-Sheriff's Report: No report given.

6-Presentation – President Taggart on behalf of Ogden-Weber Technical College. President Taggart introduced himself and gave a short history of the Ogden-Weber Technical College. He stated the school is celebrating it's 50th year. The school serves over 6,000 students. The mission of the school is to give those students the skills they need to make an economic impact in Weber County. They focus on high demand jobs in our community like manufacturing and healthcare. All students have jobs waiting for them when they leave the college. All high school students are allowed to attend for free. President Taggart stated the adults have good access to scholarships and will graduate debt free. Currently electricians and plumbers are in high demand and will make \$80,000 a year right out of college and within two years be making \$120,000 a year.

The technical college also is a pathway to Weber State University. President Taggart stated he is here to tell a little more about the college and thank the cities it serves. He is here to announce that any adult that wanted to attend tech college this year will attend free. Originally one scholarship was to be award to each city or town. However, they received money from the legislature sufficient to fund the adult tuition this year.

A last comment from President Taggart was a congratulations to Dr. Jeff Stephens who is the Utah State Superintendent of the year.

7-Presentation-Dr. Jeff Stephens, Superintendent Weber County School District. Presentation on the Weber County School Bond. The Weber County School District is looking to bond for some new schools in Weber County. The bond is being fueled by growth on the west side of the valley. They have made many boundary adjustments, but it hasn't alleviated the growing pains. They have also added temporary classrooms.

The biggest project is a new high school. It is scheduled to open in the fall of 2024. Weber, Fremont and Roy are all over capacity. They also have need for a Jr. High and an elementary school. They would also like to replace Roosevelt Elementary. They can get 68-70 years out of a school.

They need a bond, but this bond will not require a tax increase. This is the fifth bond that Weber School District has come to taxpayers but not raised the tax rates. The low interest loan rates have allowed the Weber School District to refinance for .58%. They have a good credit rating. The total loan would be 271 million dollars. The school district already has the land needed. The high school will be in Taylor.

8-Introduction of Sheree Evans as new Treasurer. Sheree has recently accepted the position and Kay will be training Sheree until the end of the year.

9-Discussion and/or action on approval of the minutes for TC Meeting, September 1, 2021. (See Attachment #1) TCM Wendy McKay motioned to approve the minutes for TC Meeting, September 1, 2021. TCM Ferre' seconded the motion. All votes Aye. Motion passes.

10-Discussion and/or action on approval of Ordinance 2021-8-26: Internal Accessory Dwelling Unit Regulations. Mayor Truett noted that the Planning Commission did a good job of writing and recommending this ordinance. He stated that Huntsville has followed the Utah State Code where we needed to. Huntsville is now allowing internal ADU's with conditions allowed by the Utah State Code. During a work session this evening there were adjustment made to the ordinance. **(See Attachment #2)** The Town Council voted to add the ADU ordinance 15.18.5.2.d. "An internal accessory dwelling unit shall comply with all applicable, building, health and fire codes." They will also spell out the phrase Accessory Dwelling Unit on #3 letter f. The ordinance will add the letter h "An IADU is a permitted use only in areas zoned primarily for residential use."

TCM Ferre' motioned to approve Ordinance 2021-8-26: Internal Accessory Dwelling Unit Regulations. TCM McKay seconded the motion. Roll Call Vote. All votes Aye. The votes are reflected below. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

11-Discussion and/or action on Approval of new audit firm. Mayor Truett stated the Town sent out an RFP (Request for Proposals) for a new audit firm. The Town selection Child Richards, CPA's. The details of that selection can be found in the Audit Committee Meeting minutes (**See Attachment #3**). Mayor Truett motioned to approve Child Richard's as Huntsville Town's audit firm. TCM Richard Sorensen seconded the motion. Roll Call Vote. All Votes Aye. Votes are reflected below. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

12-Discussion and/or action on acceptance of the fraud risk assessment report. TCM Sorensen stated that every year the audit committee meets to do a risk assessment to file with the State Auditor. (**See Attachment #4**) The Town scored in the highest category and has the lowest risk. TCM Richard Sorensen motioned to approve the fraud risk assessment report of 2021. TCM McKay seconded the motion. Roll Call Votes. All votes Aye. Votes are reflected below. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

13-Council Member Reports:

- 1- Mayor Truett reported that the Huntsville Marathon winner set the Utah State Record time. Huntsville Town has the fastest marathon times in the State of Utah.

14-Approval of the Bills, August, 2021: TCM McKay motioned to approve the bills for August, 2021. TCM Richard Sorensen seconded the motion. All votes Aye. Bills are approved.

15-Adjournment of Meeting: Mayor Truett motioned to close the regular session of the Town Council Meeting and Open the Closed-Door Session. TCM Wendy McKay seconded the motion. All votes Aye.

Meeting is adjourned at 8:05 p.m.


 Beckki Endicott, Town Clerk

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING
Thursday, September 1st, 2021, 7:00 p.m.
Huntsville Town Hall, 7309 East 200 South, Huntsville, UT

Name	Title	Status
James A. Truett	Mayor	Present
Richard Sorensen	Council Member	Present
Max Ferre'	Council Member	Present
Wendy McKay	Council Member	Zoom
Beckki Endicott	Recorder	Present
William Morris	Legal Counsel	Excused

Citizens: Doug Allen, Kevin Anderson, Lisa Farr, Suzanne Ferre', Bill White, Sherry Crandall, Lt. Ryan, Steven Andersen

Citizens on Zoom: Artie Powell, 801-554-5039, Moses Amman

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

2-The Pledge of Allegiance was led by Lt. Ryan.

3-Opening Ceremony was led by TCM Max Ferre'.

4-Citizen Comments. There were no comments.

5-Sheriff's Report: This Friday the Sheriff's department is starting their proactive police department. Their goal is to use data to narrow down the problem areas for drugs and crimes.

Lt. Ryan met with the Weber County Commissioners and the department has been approved to purchase 10 FLOCK cameras for Weber Canyon. A camera will be placed at the opening to the canyon and high trafficked areas. FLOCK cameras will be able to record and track license plates. Lt. Ryan stated that 70% of crimes are done with a vehicle, so they are looking forward to getting real time alerts to catch these crimes.

Events coming up are the Huntsville Marathon and Xterra.

6-Appointment to fill vacant seat of Blake Bingham on the Huntsville Town Council. Mayor Truett recounted that Blake Bingham had been called to active duty and he felt it best to resign from the Town Council because he would be gone for a long time. Mayor Truett explained that the opening on the Town Council was publicly posted, and they received a letter of interest from Kevin Anderson, resident of Huntsville Town.

Mayor Truett expressed how excited he was to have Kevin Anderson apply for service on the Town Council. Kevin's background in land use law and long-term interest in Huntsville will be a good asset to the Town. He invited Kevin to introduce himself.

Kevin Anderson introduced himself. He and his wife, Julie met as college students in Huntsville. Julie is from South Ogden. They enjoyed tandem water skiing then and have a tradition of tandem water skiing on Pineview every year. The Anderson's have four grown children who also love to Huntsville. Kevin stated that Huntsville Town is a part of his family's history and he would love to see it preserved for future generations. He is at the stage in his career where he is choosing to take fewer cases and spend more time with his family. He would love to be involved in helping this community.

Mayor Truett motioned to appoint Kevin Anderson to the Town Council filling the position left by former Council Member Blake Bingham. This will be a two-year commitment. TCM Max Ferre' seconded the motion. All votes Aye. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			

Beckki administered the Oath of Office to Kevin Anderson.

7-Discussion and/or action on approval of the minutes for TC Meeting July 15, 2021. (See Attachment #1) **TCM Wendy McKay motioned to approve the minutes for the TC Meeting July 15, 2021.** TCM Richard Sorensen seconded the motion. All votes Aye. Motion passes.

8-Discussion and/or action on approval of the minutes for TC Meeting August 5, 2021. (See Attachment #2) **TCM Max Ferre' motioned to approve the minutes for TC Meeting August 5, 2021.** TCM Wendy McKay seconded the motion. All votes Aye. Motion passes.

9-Discussion and/or action on subdivision approval for Lisa Farr, parcel #240160010, 100 South 7100 East. (See Attachment #3) Mayor Truett invited Lisa Farr to come forward introduce herself and describe her request for subdivision. Lisa stated she lives in Salt Lake City and is excited to build a home here on a lot that belonged to her grandfather. The lot has enough acreage for two homes. One home would be situated with frontage on 100 South with the ally on the west. The second lot would have frontage on 7100 East. The homes, along with the Carl and Deanne Smith home, which is South and West of their lots, would share a common garden on a small non-conforming lot without frontage. The subdivision proposal would divide the parcel into two lots and was reviewed and recommended for approval by the Planning Commission. Both parcels would have .75 acres and 130 feet of frontage.

Mayor Truett motioned to approve the subdivision application for Lisa Farr, parcel #2401660010 at 100 South and 7100 East. TCM Wendy McKay seconded the motion. All Votes Aye. Roll Call Vote. Votes are reflected below. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

10-Discussion and/or action on subdivision approval for Larel Parkinson, parcel #201650002, 325 North 6500 East. (See Attachment #4) Larel Parkinson owns a 3-acre lot in the Parkinson subdivision. Larel is subdividing a .75 acre parcel off the larger 3 acre lot. This would create two parcels one being .75 acres to the north part of the lot and the larger portion being on the south. TCM Richard Sorensen motioned to approve the subdivision application for Larel Parkinson, parcel #201650002, 325 North 6500 East. TCM Kevin Anderson seconded the motion. All votes Aye. Roll Call Vote. Votes are reflected below. Motion Passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

11-Discussion and/or action on business license for Creed Hadfield, Pillar & Pine Builders, LLC. (See Attachment #5) Creed Hadfield is living at the Sonya Hartman home on 200 South. He is a builder that is starting his own business. He has met the state licensing requirements. TCM Max Ferre' motioned to approve the business license for Creed Hadfield, Pillar & Pine Builders, LLC. TCM Richard Sorensen seconded the motion. All votes Aye. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

12-Discussion and/or action on business license approval for Diya Amar, Rocky Mountain Aluminum Art, LLC. (See Attachment #6) Moses Ammar has requested a business license to sell large, metal statues on the property of the American Legion. Moses joined the Town Council Meeting by Zoom. He stated that he has been able to sell in the Valley for several years now. His previous location was in Eden by Valley Market. He would like to seek a temporary license for September 16 – 30th at the American Legion location in Huntsville Town. Moses stated that the American Legion gave him permission to sell on the property. Beckki stated that we don't have any mechanism in the code for this kind of temporary business. She is bringing it to the TC for

approval and advise on the fee. Rocky Mountain Aluminum Art is also insured in a 1-million dollar policy. He would provide the certificate of insurance to Huntsville Town.

TCM Wendy McKay stated she would like to see some conditions set on the temporary license. One thing she is concerned about with a temporary license is the clean-up or the area after they are done. Moses stated they have been in business for 16 years and selling in the Valley for 4 years. **TCM Richard Sorensen motioned to approve the temporary business license for Rocky Mountain Aluminum Art, LLC to sell statues on the American Legion location from September 16-30 with a \$25 fee.** TCM Ferre' seconded the motion. All votes Aye. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			
CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

13-Discussion and/or action on business license approval for Steven Andersen, Dreamcycle. (See Attachment #7) Beckki introduced Steven Andersen, the owner of Dreamcycle. He is a street vendor for popsicles and popcorn. He is assigned a spot in Ogden, Utah and has been licensed and insured. Steven Andersen feels that his business is a good fit for the Town of Huntsville. He would like to request a license and location with good foot traffic. Beckki stated there isn't a mechanism in the code for a business like this. Steven stated the product is individually wrapped. He is not required to have a Weber-Morgan Health permit.

TCM Richard Sorensen was concerned about issuing a license that would be seasonal since most of the events of the season are finished. He stated it would be good to consider such a business prior to the next Spring/Summer season.

TCM Wendy McKay stated that event licenses for food are \$100. The Huntsville Marathon charges \$60 if they issue licenses. TCM McKay stated this sounds like a food truck business. Mayor Truett thinks this business would be a good fit, but would like Steven to apply for next year.

14-Council Member Update, TCM Max Ferre': There have been a lot of resurfacing in Town. It is looking very good. TCM Ferre' reported he met with Gary Probasco and Kay Larrison regarding replacing an old water line from the Pineview Point Subdivision to the Cemetery Gate. The water line is about 80 years old and breaks all the time. It has cost the Town about \$10,000 in repairs. There are no fire hydrants in the area and the updated code requires them. TCM Ferre' reported that Kay is working on a grant request for the water line replacement.

TCM Ferre' stated he learned from his meeting that the Town really needs a masterplan for the Town. He recommended that we look toward that project.

TCM Ferre' reminded the residents about the WEber Remembers event at the Fairgrounds. It is the Major Brent Taylor Foundation sponsoring a memorial event for 911. The event will be open to all and will be a great event for Weber County in memory of 911.

15-Mayor Truett Update: Mayor Truett stated that Kay is applying for State funds through the American Recovery Act of (ARPA)

Mayor Truett also reported that he has called Gage Froerer and has requested that the money donated to Weber County for a bathroom on Cemetery Point earlier this year, be put towards the project and provide a restroom within the Huntsville Cemetery Limits.

All West is going to be starting to install their Fiber Cable. Freedom Broadband is installing their cable overhead.

There is an algae bloom in Pineview. Mayor Truett called to confirm this with Summer Day. He asked Summer Day about septic systems that reduce nitrates. She stated that the systems are more expensive but they do reduce nitrates. Mayor Truett would like to set up meetings with the County to discuss whether they can require newer systems to reduce the nitrates.

16-TCM Wendy McKay: The Town is having CERT training the end of this month. They are looking for two additional block captains for the CERT team. The CERT training is being offered to Town residents. The supplies for the CERT trailer and boxes are being updated. Bruce and Gail Ahlstrom are doing great in charge of this program.

CDBG is really getting ready to disperse the funds. The property needs to sell in the next couple of months. TCM Wendy McKay reported that she is getting bids ready for the engineering and drawings of the new Community Center. TCM McKay asked the TC what they think of the updated designs. TCM Sorensen likes the design. Mayor Truett requested that Huntsville try to get a bid from the Hyde's architect. He would love to see something that would blend in with the Hyde's.

17-Update from TCM Richard Sorensen: He has put out an RFP on the 7400 East 200 South intersection project. He is waiting for the bids to come in. **(See Attachment #8)** TCM Richard Sorensen went on a tour of the Weber-Morgan Conservancy District. He found the tour and presentation very informative. He learned the projected growth to be doubled in the state. They are trying to reduce water usage by 30%. The conservancy is working toward rolling out programs that would incentivize water conservancy.

18-Public Comments: There were none.

19-Approval of the Bills, July 2021: **TCM Ferre' motioned to approve the bills for July 2021.** TCM Kevin Anderson seconded the motion. All votes Aye. Motion passes.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Truett	X			
CM Wendy McKay	X			

CM Max Ferre'	X			
CM Richard Sorensen	X			
CM Kevin Anderson	X			

20-Adjournment of the Meeting: **Mayor Truett motioned to adjourn the regular meeting and open a closed-door session.** TCM Wendy McKay seconded the motion. All votes Aye. Meeting is adjourned.

Meeting is adjourned at 8:41 p.m.

Beckki Endicott, Town Clerk

DRAFT

**Huntsville Town
ORDINANCE NO 2021-8-26**

INTERNAL ACCESSORY DWELLING UNIT REGULATIONS

AN ORDINANCE OF HUNTSVILLE TOWN, UTAH, ADOPTING INTERNAL ACCESSORY DWELLING REGULATIONS IN THE LAND USE ORDINANCE TO CONFORM TO STATE LAW; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Huntsville Town (“Town”) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §§ 10-8-84 and 10-8-60 allow municipalities in the State of Utah to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the Town;

WHEREAS, Title 10, Chapter 9a, of the *Utah Code Annotated*, 1953, as amended, enables municipalities to regulate land use and development;

WHEREAS, the Utah State Legislature has mandated internal accessory dwelling units under limited circumstances;

WHEREAS, after publication of the required notice the Planning Commission held its public hearing on September 9th 2021, to take public comment on this proposed Ordinance, and subsequently gave its recommendation to the Town Council regarding this Ordinance;

WHEREAS, the Town Council received the recommendation from the Planning Commission and desires to act on this Ordinance;

NOW, THEREFORE, be it ordained by the Town Council of Huntsville Town as follows:

Section 1. Repealer. Any Ordinance that conflicts with this Ordinance is repealed.

Section 2. Amendment. Section 15.18.5 is hereby adopted to read as follows:

15.18.5 . Internal Accessory Dwelling Units.

1. Eligibility. In accordance with Utah Code 10-9a-530.1a, an Internal Accessory Dwelling Unit (ADU) is eligible for a permit if such IADU is:
 - a. Located in the primary dwelling;
 - b. Placed within the footprint of the primary dwelling as described in state law at the time the IADU created;
 - c. Not used for vacation rental or short-term rental; and,
 - d. Used only for residential long-term rental of thirty (30) consecutive days or longer.
2. Local Requirements. In accordance with Utah Code 10-9a-530-4, the Town:
 - a. Does not require the installation of a separate utility meter for an IADU.
 - b. Each IADU shall be designed in a manner that does not change the appearance of the primary dwelling as a single-family dwelling.
 - c. The owner of the primary dwelling creating an IADU shall:

- i. Include one additional parking on-site parking space, regardless of whether the primary dwelling is existing or new construction; and
 - ii. Replace all parking spaces contained within a garage or carport converted to an IADU.
- 3. Limitations. The following limitations apply to the creation or occupancy of any IADU:
 - a. Only one (1) IADU per primary dwelling is permitted consistent with this section.
 - b. No IADU shall be created or occupied within a mobile home as defined under Utah Code 57-16-3.
 - c. No IADU shall be created or occupied without the owner of the primary dwelling obtaining all permits and licenses for the IADU from the Town and any other affected entity.
 - d. No IADU will be approved where the primary dwelling is served by a failing septic tank.
 - e. No IADU shall be created or occupied where the primary dwelling lot is six-thousand (6,000) square feet or less in size.
 - f. No external ~~Accessory Dwelling Units~~ ADU's [ss1] are allowed.
 - g. No IADU shall be created or occupied unless the primary dwelling is also used as the owner's primary dwelling.
 - ~~g.h.~~ No IADU shall be approved in a zone other than R-1
- 4. Licensing. The owner of any ADU shall obtain a business license in accordance with Title 5.
- 5. Penalties. ~~Contained in State Code 10-9a-530 are hereby adopted In addition to any other legal or equitable remedies available to a municipality. Refer to State Code 10-9a-530, section 5.~~

Section 3: Severability. If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

Section 4: Effective date. This Ordinance takes effect immediately upon adoption and posting.

PASSED AND ADOPTED by the Town Council on this ____ day of _____, 2021.

Mayor

ATTEST:

Town Clerk

RECORDED this ____ day of _____, 2021.
PUBLISHED OR POSTED this ____ day of _____, 2021.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal recorder of Huntsville Town, hereby certify that foregoing ordinance was duly passed and published.

Beckki Endicott, Town Clerk

Date

Posted: Town Hall
Post Office
Huntsvilletown.com
Pmn.utsh.gov

**Huntsville Town
ORDINANCE NO 2021-8-26**

INTERNAL ACCESSORY DWELLING UNIT REGULATIONS

AN ORDINANCE OF HUNTSVILLE TOWN, UTAH, ADOPTING INTERNAL ACCESSORY DWELLING REGULATIONS IN THE LAND USE ORDINANCE TO CONFORM TO STATE LAW; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Huntsville Town (“Town”) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §§ 10-8-84 and 10-8-60 allow municipalities in the State of Utah to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the Town;

WHEREAS, Title 10, Chapter 9a, of the *Utah Code Annotated*, 1953, as amended, enables municipalities to regulate land use and development;

WHEREAS, the Utah State Legislature has mandated internal accessory dwelling units under limited circumstances;

WHEREAS, after publication of the required notice the Planning Commission held its public hearing on September 9th 2021, to take public comment on this proposed Ordinance, and subsequently gave its recommendation to the Town Council regarding this Ordinance;

WHEREAS, the Town Council received the recommendation from the Planning Commission and desires to act on this Ordinance;

NOW, THEREFORE, be it ordained by the Town Council of Huntsville Town as follows:

Section 1. Repealer. Any Ordinance that conflicts with this Ordinance is repealed.

Section 2. Amendment. Section 15.18.5 is hereby adopted to read as follows:

15.18.5 Internal Accessory Dwelling Units.

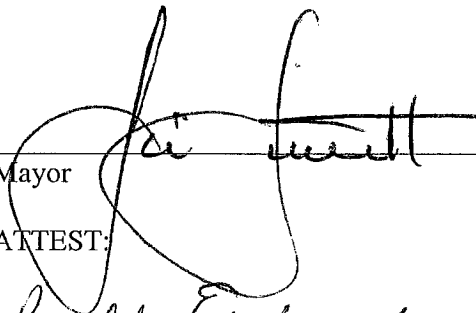

1. Eligibility. In accordance with Utah Code 10-9a-530.1a, an Internal Accessory Dwelling Unit (IADU) is eligible for a permit if such IADU is:
 - a. Located in the primary dwelling;
 - b. Placed within the footprint of the primary dwelling as described in state law at the time the IADU created;
 - c. Not used for vacation rental or short-term rental; and,
 - d. Used only for residential long-term rental of thirty (30) consecutive days or longer.
2. Local Requirements. In accordance with Utah Code 10-9a-530-4, the Town:
 - a. Does not require the installation of a separate utility meter for an IADU.
 - b. Each IADU shall be designed in a manner that does not change the appearance of the primary dwelling as a single-family dwelling.
 - c. The owner of the primary dwelling creating an IADU shall:

- i. Include one additional parking on-site parking space, regardless of whether the primary dwelling is existing or new construction; and
 - ii. Replace all parking spaces contained within a garage or carport converted to an IADU.
 - d. An internal accessory dwelling unit shall comply with all applicable building, health and fire codes.
- 3. Limitations. The following limitations apply to the creation or occupancy of any IADU:
 - a. Only one (1) IADU per primary dwelling is permitted consistent with this section.
 - b. No IADU shall be created or occupied within a mobile home as defined under Utah Code 57-16-3.
 - c. No IADU shall be created or occupied without the owner of the primary dwelling obtaining all permits and licenses for the IADU from the Town and any other affected entity.
 - d. No IADU will be approved where the primary dwelling is served by a failing septic tank.
 - e. No IADU shall be created or occupied where the primary dwelling lot is six-thousand (6,000) square feet or less in size.
 - f. No external Accessory Dwelling Units are allowed.
 - g. No IADU shall be created or occupied unless the primary dwelling is also used as the owner's primary dwelling.
 - h. An IAUD is a permitted use only in areas zoned primary for residential use.
- 4. Licensing. The owner of any ADU shall obtain a business license in accordance with Title 5.
- 5. Penalties. Contained in State Code 10-9a-530 are hereby adopted ,

Section 3: Severability. If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

Section 4: Effective date. This Ordinance takes effect immediately upon adoption and posting.

PASSED AND ADOPTED by the Town Council on this 30 day of September, 2021.


 Mayor
 ATTEST:

 Town Clerk



RECORDED this 30 day of September, 2021.
 PUBLISHED OR POSTED this 30 day of September, 2021.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal recorder of Huntsville Town, hereby certify that foregoing ordinance was duly passed and published.


Beckki Endicott, Town Clerk

9/30/2021
Date

Posted: Town Hall
Post Office
Huntsvilletown.com
Pmn.utsh.gov

AUDIT COMMITTEE MEETING
September 22, 2021

Steve Davis, Internal Auditor
Richard Sorensen, Town Council Member
Kay Larrison, Town Treasurer - outgoing
Sheree Evans, Town Treasurer – incoming

Introductions

Sheree was introduced as the incoming treasurer. She starts work/training with Kay on Monday, September 27, 2021.

Review of FY2021 Year End Financial Statements

Steve took the committee through the financial statements and identified areas that needed to be researched and possible journal entries completed. In summary, adjustments to tax revenue, accounts receivable, bond principle, water connection reserve, Class C Road revenue, and budget items were discussed. Kay will work with Steve to get him the information he needs to develop adjusting entries before auditors start their field work.

Selection of Audit Firm

Discussion was held regarding the two firms who submitted RFP's – Child Richards, CPA's and Litz & Company CPA's. Richard seemed impressed with both proposals regarding experience and staffing. Kay agreed but liked the timeline of Child Richards better. She also liked the extra documentation of peer review. Steve has worked with both companies and chose to recuse himself as he sold his audit business 10 years prior to Child Richards. Sheree has indirect experience with Litz and said it was good. When asked for input, Jim Truett, said he really liked Child Richards as he has direct experience with their firm since they audit the Weber Fire District and Jim is the Treasurer. The biggest factor and highest weight was the cost. Child Richards quote was consistent for the four years while Litz was not, and Child Richards is \$1,550 less the first year while Litz goes up \$750 each year. It was determined to contract with Child Richards which will presented to the town council.

Fraud Risk Assessment

The Fraud Risk Assessment is required annually by the Office of the State Auditor. Since the audit committee was meeting, it was decided to review the assessment and present it to the town council for approval. Scoring for this assessment remains the same as last year.

Fraud Risk Assessment

Continued

*Total Points Earned: 360/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	1	5
e. Travel?	1	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	1	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	1	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Huntsville Town Corporation

*Completed for Fiscal Year Ending: 6-30-2022 *Completion Date: 9-22-2021

*CAO Name: Jim Truett *CFO Name: Kay Harrison

*CAO Signature: _____ *CFO Signature: K Harrison

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".		✓	✓	
4. Are all the people who have access to blank checks different from those who are authorized signers?		✓	✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".		✓	✓	
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

* MC = Mitigating Control