

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING

Thursday, May 16, 2019

7:00 p.m.

Huntsville Town Hall, 7309 East 200 South, Huntsville, UT

Name	Title	Status
James A. Truett	Mayor	Present
Bill Wangsgard	Council Member	Present
Max Ferre'	Council Member	Present
Blake Bingham	Council Member	Present
Wendy McKay	Council Member	Present
Beckki Endicott	Recorder	Present
William Morris	Legal Counsel	Excused

Citizens: Sgt Lavelly, Jeff Hyde, Dakota Hyde, Kay Larrison

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

2-The Pledge of Allegiance was led by Dakota Hyde.

3-Opening Ceremony was led by CM Bill Wangsgard.

4-Citizen Comments. There were none.

5-Sherriff Department Report: Lt. Jeff Pledger. Lt. Pledger was unable to attend.

6-Approval of Minutes from Town Council Meeting May 2nd, 2019. **CM McKay made the motion to approve the minutes from the May 2nd, 2019.** CM Bingham seconded the motion. All votes aye. Minutes are approved.

7- Presentation by Sgt Lavelly regarding VIPS program. (See Attachment #1) Mayor Truett asked Sgt. Lavelly to show the Town Council the new truck for the VIPS program. Sgt. Lavelly took the Council to the parking lot to show the new VIPS truck. Mayor Truett commented what a great advantage that would be to our parking enforcement. Sgt. Lavelly stated he has been developing this volunteer program, but it has made a difference in the towns and cities that it has been implemented in. Volunteers can help the community by. He stated this would be especially helpful for the Valley Residents in the summer. The program is focusing on patrol-based volunteers now. Extra eyes and ears would assist the Sheriff's Department. Volunteers will be trained by the Sheriff's Department. They are not allowed to carry firearms, mace or any other kind of weapons. Mayor Truett stated Huntsville works with the Sheriff's Department on parking violations.

Mayor Truett stated that the Town Council is supportive of this program. He wanted to know about the logistics to start being involved in the program. Sgt Lavelly stated they would apply, and they would run a background check and then accepted and trained.

Sgt Lavelly stated that the volunteers are not assigned to Huntsville exclusively. Right now, he has 4 volunteers that have applied; one from Huntsville, one from Washington Terrace, one from Hooper and one other city. They have one truck for the entire county. The volunteers will be assigned to other communities as well. CM Bingham expressed to Sgt. Lavelly that the volunteers would be more apt to volunteer if they could exclusively work in the Town.

Sgt Lavelly explained the costs to the volunteer is minimal with no cost for the training. He also explained that there are several trucks that the Sheriff's department are retiring out of their fleet and Mayor Truett expressed interest in purchasing the truck. Sgt Lavelly will be contacting Mayor Truett regarding the truck.

8-Presentation by Jeff and Dakota Hyde regarding Dark Skies, Lighting Ordinances, Noise Ordinances and Businesses in the Town of Huntsville. Dakota presented a power point presentation regarding the dark skies. He stated that Huntsville already has ordinances which are favorable to the dark skies. He stated he is here to advocate for official Dark Sky status but not to push the community for it. Dakota wants the community to be excited about it and believes that would be the best way for Dark Sky Status to be achieved. The presentation reviewed the statistics for the US populations being about to view stars and constellations. Artificial light affects animals and nature. Dakota reviewed the goals for the IDSC creation.

Dakota reviewed the requirements for the communities to become Dark Sky Communities.

- 1) Quality comprehensive lighting policy like the IDA/IES model lighting ordinance.
- 2) Community commitment to dark skies and quality lighting.
- 3) Broad support for dark skies from a wide range of community organizations.
- 4) Community commitment to dark skies and education
- 5) Show success in light pollution control
- 6) Establish sky brightness measurement program to follow the evolution of light pollution in IDSC
- 7) Erect International Dark Sky Community Sign

Dakota recommended that the street lights be brought into compliance and the recreational ordinance for curfew be changed to 10 p.m. and become consistent with the noise ordinance.

Mayor Truett asked the Town Council Members how they feel about starting the process going toward Dark Sky Status. CM Bingham stated he would like to see the public be on board. CM McKay wants the public to know what the Dark Skies Status is and buy into the education process. She would like to see public input.

9- Presentation by Kay Larrison on potential IT plan for Huntsville Town: Mayor Truett invited Kay Larrison to review with the Town Council the various needs of the office. Hardware and having a replacement plan in the budget is an important issue. Rotating old equipment is also a component. There are several software systems that we use that needed to be updated regularly and being able to provide access to each employee as we cross-train. Security needs a plan as well. Networked email would be beneficial to both the Town Council and the Planning Commission. Website revision and upgrade would also be helpful. Kay reviewed the bid from Proponent IT. Mayor Truett recommended that we look at another company. Blake

recommended an ala cart service, but we needed to set up an email system. CM McKay reviewed some options for the website.

10-CONSIDERATION FOR ADOPTION:

- a) Discussion and/or action on Resolution #2019-5-16 Park Fees. **(See Attachment #2)**
Mayor Truett wanted to address the events that are requesting to use the Park. The first was the Iron Lung. He was concerned about the impact to the Town with very few fees because our ordinances. He reviewed the plan for Ragnar which also is a runner exchange. Ragnar paid \$2000 versus the Iron Lung which was \$250. There are inconsistencies in our parks fees and policies.

CM McKay suggested the ordinance has different levels rentals based on the event and the size. CM Bingham stated that we should come up with a tiered fee schedule. Mayor Truett suggested that Huntsville charge \$2000 for any group above 200 people.

Mayor Truett suggested he and Beckki work on drafting a new ordinance. CM Bingham suggested adding Jake Songer to the discussion and process. Beckki will set up the meeting with Jake and Mayor Truett.

11-Town Council Member Presentations:

- a) Refinancing on the Bonds – Mayor Truett stated that he has met with Zion’s Bank and Marcus Keller. They want to refinance the water bond that was refinanced two years ago. The bond is \$906,000. The Town will save \$66,217 a year over the life of the loan.
- b) Town Clean Up – CM Bill Wangsgard wanted to give a report on the Town Clean Up. There were about 30 residents who showed up to clean the park.
- c) RAMP Grant Reports - CM McKay reported that she is working on returning the RAMP reports the grants that we have received.
- d) Pickleball Court Parking – CM McKay is considering where to put parking around the pickleball court.
- e) Fourth of July schedule – CM McKay announced that 7 a.m. for fun run and the breakfast. Flag ceremony at 9:45 a.m. and the parade is at 10 a.m. Games at the Park will follow. Tournaments and Lawn Mover derby is going forward at the park. These events will be held on June 29th. There will be fireworks on the 4th of July at 10 p.m. with music at 9. There will not be a DJ.
- f) Road Bids – CM Ferre’ is still working on the road bids. He needs one more. He will present that at the next Town Council Meeting.

11. Citizen Comments- There were none.

12. Adjournment of the meeting. **CM Bingham motioned to adjourn the meeting.** CM McKay seconded the motion.

Meeting is adjourned at 9:32 p.m.


Beckki Endicott, Recorder

TESTIMONIAL

"VIPS has the potential to improve service to the residents of Weber County and our contract cities. Weber County is a great place to live with a diverse culture and a variety of entertainment and recreational activities. Our goal is to maintain our high level of service through a high quality VIPS program."

Sgt. Terance Lavelly
Volunteer Coordinator
Weber County Sheriff's Office



**WEBER COUNTY
SHERIFF'S OFFICE**



Attachment #1
TC Meeting 5-16-19



WEBER COUNTY SHERIFF'S OFFICE

721 West 12th Street

Ogden, UT 84404

Phone: (801)778-6634

Fax: (801)778-6607

www.webercountyutah.gov/sheriff

ABOUT VIPS

VIPS was created to assist in the services provided by the Weber County Sheriff's Office. VIPs are highly trained individuals who act as an extra set of eyes and ears for the Sheriff's Office performing Mobile Patrols shifts. They report suspicious activity that they see to patrol personnel on duty.

They also help with other community oriented policing functions such as setting up radar trailers, Abandoned vehicle enforcement, parking violation enforcement, and assisting in community events throughout the county.

Volunteers are required to be on shift 8 or more hours every month to maintain their volunteer status.

Volunteers always patrol in a designated vehicle that is equipped with a radio and assigned by the Weber County Sheriff's Office.

VIPS always patrol with another trained volunteer in uniform.

HOW TO GET INVOLVED WITH YOUR COMMUNITY

To become a member of the Weber County Sheriff's Office VIPs team, you must go through an application, interview and background check process.

First, an application must be submitted.

Second, a criminal background and drivers' history check will be performed. You will also be required to pass a drug test and have your fingerprints taken.

Third, if the application and background check process is successful, an interview with the volunteer coordinator and WCSO lieutenant will be conducted.

Finally, upon completion of all the above a final interview with the Weber County Sheriff or his designee will be conducted.

ESSENTIAL DUTIES

VIPS can expect to do the following duties routinely:

- To observe and report crimes or suspicious activities to Officers while on Patrol Shifts
- To attend meetings and trainings
- To deter and prevent crime
- To provide a sense of observation for businesses and citizens
- To patrol city neighborhoods, parks, churches, business districts, parking lots etc.

TRAINING INVOLVED

You can expect an initial 4 hours of training prior to the start of your volunteer position. Plus, you will receive ongoing training on a monthly basis.

Some of the training includes (but is not limited to):

- Police Citizen Academy
- Defensive Driving
- First Aid, CPR, AED
- Patrol Officer Ride-a-longs
- VIPS Ride-a-longs
- Observation and Reporting
- Communications
- Policies and Procedures
- Specific task related training

QUALIFICATIONS

- At least 21 years of age
- Must be a resident of, or a business owner in, either a WCSO contract city or unincorporated Weber County
- Good moral character with no convictions as determined by a background check and drug test
- Good driving record

TO APPLY, VISIT:

<http://www.webercountyutah.gov/sheriff>

For questions, please contact our Volunteer coordinators at 801-778-6634 or email at VIPs@webercountyutah.gov

RESOLUTION 2019-5-16

A RESOLUTION OF HUNTSVILLE TOWN, WEBER COUNTY, UTAH, TO SET FEES FOR USE OF HUNTSVILLE PARK AND RECREATIONAL FACILITIES.

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

WHEREAS, Huntsville Park has become a destination for many large events and receives many requests for these events each week throughout the year;

WHEREAS, the Town Council has determined that it has become necessary to establish a policy and fee schedule for use of Huntsville Park and its facilities;

WHEREAS, the fees collected will contribute to the maintenance of Huntsville Park.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF HUNTSVILLE TOWN, WEBER COUNTY, UTAH, THE FOLLOWING:

1. The person reserving the pavilion, stage or park must be 18 years or older, and will be responsible for the pavilion and grounds during the time used. Any cost for repair of damages or replacement of furnishings will be paid by the person reserving the park.
2. Huntsville Town, its employees or agents will not be held responsible for any injury or liabilities which may occur during the use of the park or on the premises.
3. If the petitioner cancels their reservation within two weeks prior to the reservation, no money will be reimbursed.
4. In the case of a large group reservation, the petitioner must submit a plan for parking, traffic, and route management. They may also be required to provide portable restrooms and wash facilities, proportionate to the number of guests/participants.
5. In the case of a large group reservation, the Petitioner must contact Weber/Morgan Health Department to secure a Mass Gathering Permit, if required.
6. The person or group abides by all other rules set forth in the reservation agreement form and Huntsville Park Policies.

NOW, THEREFORE: be it resolved that a small group stage or pavilion reservation, under 150 people, be set at \$40 for residents (persons living within the Huntsville Town boundary) and \$65 for non-

residents per half day. The half day will be defined as 8 a.m. to 3 p.m.
OR 4 p.m. to 10 p.m.

NOW, THEREFORE: be it resolved that a large group stage or pavilion reservation, over 150 people, be set at \$_____. A refundable cleaning fee of \$_____ will be required at the time of the reservation. The deposit will be returned within two weeks of the event IF the facilities and ground are left as found.

PASSED and ADOPTED on this 16th day of May, 2019.

James A. Truett, Mayor

ATTEST:

Beckki Endicott, Recorder

VOTES: APPROVED	
AYES:	Mayor Jim Truett Council Member Bill Wangsgard Council Member Max Ferre' Council Member Wendy McKay Council Member Blake Bingham
NAYS:	
EXCUSED:	



HUNTSVILLE TOWN

P.O. BOX 267
HUNTSVILLE, UT 84317
(801) 745-3420

SMALL GROUPS PAVILION RESERVATION REQUEST FORM

Name _____ Group/Function _____ Request Date _____
(Person making reservation)

Address _____ City _____ Zip Code _____

Home Phone _____ Work Phone _____ Alt. Contact _____ Phone _____

No. of people attending _____ Time of reservations **8:00 A.M.-3:00 P.M.** or **4:00 P.M.-10:00 P.M.**
(If over 150 people you MUST talk to Huntsville Town Council) (Circle appropriate time)

Circle reserved area: S. East Pavilion S. West Pavilion Outdoor Stage

Fees for Non-Residents: \$65.00 for either pavilion or Outdoor Stage area. If two facilities are reserved or if both times slots are combined the fee would be **\$130.00 for both.**

Fees for Residents: \$40.00 for either pavilion or Outdoor Stage area. If two facilities are reserved the (Currently living in Town) Combined fee would be **\$80.00 for both.**

Welcome to our beautiful "Huntsville Town Park". We hope you enjoy your stay with us. May we remind you of the things we need from you, to keep our park and facilities operating and beautiful. Doing your part will make it possible for everyone to enjoy our park for years to come.

****NO SMOKING IN THE PARK****

****NO DOGS****

1. The person reserving the pavilion must be 18 years or older, and will be responsible for the pavilion and grounds during the time used. Any cost for repair of damages or replacement of furnishings will be paid by the person reserving the park.
2. Huntsville Town, its employees or agents will not be held responsible for any injury or liabilities which may occur during the use of the park or on the premises.
3. **Pick up** all bottles, cans, paper, dog debris, etc. **Empty** all garbage cans into the dumpsters by the pavilions. Please check the bathrooms.
4. **Remove** table covers, tape, and any cooking oil or grease from tables and floor. (please no nails or staples on tables)
5. **No Alcoholic Beverages** including beer or liquor, in or around the park.
6. **NO LOUD MUSIC:** that includes live bands and loudspeakers! (Unless approved by the Town Council)
7. A reservation **DOES NOT** include exclusive use of all the facilities in the Park. Amenities at the park include: tennis courts, ball diamonds, horseshoe pits, sand volleyball area, basket ball courts, soccer field, and children's playground area. You will need to bring your own equipment.
8. **ABSOLUTELY NO VEHICLES, horses or golfing** is allowed on or in the park.
9. **NO DOGS ARE ALLOWED IN THE PARK!**
10. No camping or staying overnight in the park.
11. **When your reservation time has ended, please leave the area immediately**, as other groups may have the bowery reserved after you. **Park closes at 10:00 p.m.**
12. Keep this receipt in your possession while at the bowery. It is your proof of reservation.
13. If you cancel your reservation two weeks prior to your reservation, OR LESS, no money will be reimbursed.
14. Huntsville Town, its employees, or agents, will not be held liable for any injury caused by a device or activity not provided by the Town.

I HAVE READ AND UNDERSTAND MY OBLIGATIONS. I WILL BE RESPONSIBLE TO MAKE CERTAIN THE BOWERY AND SURROUNDING AREAS ARE LEFT NEAT CLEAN AND ORDERLY WITH TRASH FROM CANS PUT INTO DUMPSTERS

Signed by: _____

Dated: _____

HUNTSVILLE TOWN

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HUNTSVILLE, UT 84317
(801) 745-3420

LARGE GROUP RESERVATION REQUEST FORM (150 PEOPLE OR MORE)

****ALL RESERVATIONS FOR LARGE GROUPS/EVENTS REQUIRE PRIOR APPROVAL OF THE HUNTSVILLE TOWN COUNCIL****

Petitioner _____ Group/Function _____ Request Date _____
(Person making reservation)
Address _____ City _____ Zip Code _____
Home Phone _____ Work Phone _____ Alt. Contact _____ Phone _____
No. of people attending _____ Time of reservations _____

Fee: A Minimum of \$250 will be charged. Final fee set by Town Council at Council Meeting.
A \$200 refundable cleaning/damage deposit is also required.

Circle reservation area: S. East Pavilion S. West Pavilion Outdoor Stage

1. The Petitioner must be 18 years or older, and will be responsible for the facilities and grounds during the time used. Any cost for repair of damages or replacement of furnishings will be paid by the petitioner reserving the park.
2. Petitioner must submit a plan for parking, traffic, and route management.
3. Petitioner may be required to provide portable restrooms and wash facilities, proportionate to the number of guests/participants.
4. Petitioner must supply a minimum security/cleaning deposit of \$200.00 or as established by the Town Council.
5. The deposit will be returned within two weeks of the event IF the facilities and grounds are left as found.
6. Large groups/events often negatively affect the lives of our residents. We typically receive requests for large events each week throughout the summer. **Preference will be given to groups who offer a contribution to the town to help offset park maintenance and improvement costs.**
7. Petitioner must contact Weber/Morgan Health Department to secure a Mass Gathering Permit, if required. (500 people or more)
8. Please put garbage in dumpsters, not the black garbage cans.
9. Huntsville Town its employees or agents will not be held liable for any injury caused by a device or activity not provided by the Town.

Welcome to our beautiful "Huntsville Town Park". We hope you enjoy your stay with us. Thank you for helping us keep our park and facilities operating and beautiful, doing your part will make it possible for everyone to enjoy our park for years to come.

PARK POLICIES

1. **Huntsville Town, its employees or agents will not be held responsible for any injury or liabilities** which may occur during the use of the park or on the premises.
2. **Pick up** all bottles, cans, paper, dog debris, etc. **Empty** all garbage cans into the dumpsters by the pavilions, not the smaller black cans. Please check bathrooms.
3. **Remove** table covers, tape, and any cooking oil or grease from tables and floor. (Please no nails or staples on tables)
4. **No Alcoholic Beverages** including beer or liquor, in or around the park.
5. **NO LOUD MUSIC:** That includes live bands and loudspeakers. (Unless approved by the Town Council)
6. A reservation **DOES NOT include exclusive** use of all the facilities in the Park. Amenities at the park include: tennis courts, ball diamonds, horseshoe pits, sand volleyball area, basket ball courts, soccer field, and children's playground area. You will need to bring your own equipment.
7. **ABSOLUTELY NO VEHICLES, horses or golfing** is allowed on or in the park.
8. **NO DOGS ALLOWED!!**
9. No camping or staying overnight in the park.
10. **When your reservation time has ended, please leave the area immediately,** as other groups may have the pavilion reserved after you.
11. **Park closes at 10:00 p.m.**
12. **NO SMOKING is allowed.**
13. Keep this receipt in your possession while at the bowery. It is your proof of reservation.
14. If you cancel your reservation two weeks prior to your reservation, OR LESS, no money will be reimbursed.

I HAVE READ AND UNDERSTAND MY OBLIGATIONS. I WILL BE RESPONSIBLE TO MAKE CERTAIN THE BOWERY AND SURROUNDING AREAS ARE LEFT NEAT CLEAN AND ORDERLY WITH TRASH FROM CANS PUT INTO DUMPSTERS.

TODAY'S DATE _____

(Signature of person making reservation)

HUNTSVILLE TOWN

P.O. BOX 267
HUNTSVILLE, UT 84317
(801) 745-3420

WEDDING GROUP RESERVATION REQUEST FORM

****ALL RESERVATIONS FOR WEDDING GROUPS REQUIRE PRIOR APPROVAL****

Petitioner _____ Group/Function _____ Request Date _____
(Person making reservation)

Address _____ City _____ Zip Code _____

Home Phone _____ Work Phone _____ Alt. Contact _____ Phone _____

No. of people attending _____ Time of reservations _____

**Fee: A Minimum of \$350 will be charged. Final Fee set by Town Council at Council Meeting:
A \$200 refundable cleaning/damage deposit is also required.**

Circle reserved area: S. East Pavilion S. West Pavilion Outdoor Stage
Circle reservation time: 8:00 am to 3:00 pm or 4:00 pm to dusk

1. The Petitioner must be 18 years or older, and will be responsible for the facilities and grounds during the time used. Any cost for repair of damages or replacement of furnishings will be paid by the petitioner reserving the park.
2. Petitioner must submit a plan for parking, traffic, and route management.
3. Petitioner must provide portable restrooms and wash facilities, proportionate to the number of guests/participants.
4. Petitioner must supply a security/cleaning deposit of at least \$200.00 or as established by the Town Council.
5. The deposit will be returned within two weeks of the event IF the facilities and grounds are left as found.
6. Large groups/events often negatively affect the lives of our residents. We typically receive requests for large events each week throughout the summer. **Preference will be given to groups who offer a contribution to the town to help offset park maintenance and improvement costs.**
7. Petitioner must contact Weber/Morgan Health Department to secure a Mass Gathering Permit, if required. (500 people or more)
8. Please put garbage in dumpsters, not the black garbage cans. Thank you!
9. Huntsville Town, its employees, or agents, will not be held liable for any injury caused by a device or activity not provided by the Town.

Welcome to our beautiful "Huntsville Town Park". We hope you enjoy your stay with us. May we remind you of the things we need from you to keep our park and facilities operating and beautiful. Doing your part will make it possible for everyone to enjoy our park for years to come.

PARK POLICIES

*****NO SMOKING ALLOWED ***NO DOGS ALLOWED*****

1. **Huntsville Town, its employees or agents will not be held responsible for any injury or liabilities** which may occur during the use of the park or on the premises.
2. **Pick up** all bottles, cans, paper, dog debris, etc. **Empty** all garbage cans into the dumpsters by the pavilions, not the smaller black cans. Please check bathrooms.
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I HAVE READ AND UNDERSTAND MY OBLIGATIONS. I WILL BE RESPONSIBLE TO MAKE CERTAIN THE BOWERY AND SURROUNDING AREAS ARE LEFT NEAT CLEAN AND ORDERLY WITH TRASH FROM CANS PUT INTO DUMPSTERS.

TODAY'S DATE _____

(Signature of person making reservation)