

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING
Thursday, September 17, 2026, 6:00 p.m.
Huntsville Town Hall, 7474 E. 200 South, Huntsville

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Sandy Hunter	Council Member	Present
Lewis Johnson	Council Member	Present
Jim Truett	Council Member	Excused
William Morris	Legal Counsel	Excused
Nikki Wolthuis	Clerk	Present
Beckki Endicott	Clerk	Present

Citizens: Carol Stoker, Ron Gault, Liz Poulter

Zoom: TCM Sandy Hunter

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

2-Pledge of Allegiance led by: Ron Gault

3-Opening Ceremony given by: TCM Bruce Ahlstrom

4-Public Comments: Carol Stoker wondered when they would celebrate the 4th of July in 2027 because it would fall on a Sunday. The TC discussed having it on the Monday after to coincide with the federal observance of the holiday.

5. Sheriff's Report: No report

6. Discussion and/or action on Culinary Water System Status Update

They had a construction party that morning to work out the details of the pipeline replacement project. Someone in the culinary water department would always be on site monitoring the work. Construction will begin the following Monday.

The letter to the River Run residents regarding using culinary water for secondary was ready.
(See Attachment #1) The Town Council discussed the best way to proceed.

7. Discussion and/or action on approval of Minutes for Town Council Meeting September 3, 2026 (See Attachment #2)

TCM Ahlstrom motioned to approve Minutes for Town Council Meeting September 3, 2026. TCM Johnson seconded the motion. All votes ayes. Motion passed.

8. Discussion and/or action on approval of Business License for Pangea Squared LLC (See Attachment #3)

TCM Ahlstrom motioned to approve the business license for Pangea Squared LLC. Mayor Sorensen seconded the motion. All votes Ayes. Motion passed.

9. Discussion and/or action on approval of up to \$16,000 for Child Richards audit services (See Attachment #4)

Mayor Sorensen motioned to approve up to \$16,000 for Child Richards audit services. TCM Ahlstrom seconded the motion. Roll call vote. Votes reflected below. Motion passed 4-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett				X

10. Discussion and/or action on approval of \$3,625.00 for stump grinding in the park. (See Attachment #5)

Mayor Sorensen motioned to approve \$3,625.00 for stump grinding in the park. TCM Ahlstrom seconded the motion. Roll call vote. Votes reflected below. Motion passed 4-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett				X

11. Discussion and/or action on approval of Resolution 2026-9-17 Water Adjustment Policy (See Attachment #6)

Mayor Sorensen explained that they were updating the policy that was approved at the previous meeting because Shannon reviewed it and needed to make some changes. On the previous policy it wasn't clear what rates were being charged. The language was adjusted in section 8 to clarify.

Mayor Sorensen motioned to approve Resolution 2026-9-17 Water Adjustment Policy. TCM Johnson seconded the motion. Roll call vote. Votes reflected below. Motion passed 4-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett				X

11. Discussion and/or action on approval of a 4-way stop at 7300 E. and 200 S.

Mayor Sorensen stated that the intent of the 4-way stop was to slow things down for pedestrians in the business area. TC members spoke in favor of the idea.

TCM Ahlstrom motioned to approve a 4-way stop at 7300 E. and 200 S. TCM Johnson seconded the motion. All votes ayes. Motion passed.

12. Discussion and/or action on approval of a letter to the Planning Commission to initiate the rezone of the Chevron, Post Office, and American Legion parcels. (See Attachment #7)

Beckki explained the reason for the letter. It was the desire of Huntsville Town to rezone everything on the highway in the C-1 zone to the C-2 zone. When the American Legion was rezoned, the process was not done properly and needed to be redone. Beckki explained the proper rezoning process and that the letter was the first step. The Huntsville Town code needed to be updated, and until then, the Utah State Code supersedes it.

Mayor Sorensen motioned to approve a letter to the Planning Commission to initiate the rezone of the Chevron, Post Office, and American Legion parcels. TCM Sandy Hunter seconded the motion. All votes ayes. Motion passed.

Department Updates

Mayor Richard Sorensen - He explained that he and Beckki had met with the town attorney. Ogden Valley City was looking to hire a part-time city manager and was asking Huntsville Town to help them with payroll processing.

There was an inter-faith America 250 celebration over religious liberty and a movie playing in the park afterwards on Saturday night. There was also a Huntsville Town stroll on Friday night.

Councilmember Lewis Johnson -No updates

Councilmember Bruce Ahlstrom- The Aldous Cabin work was still moving along. The contractor was coming soon to work on it. The sign had been repainted by Steve Songer.

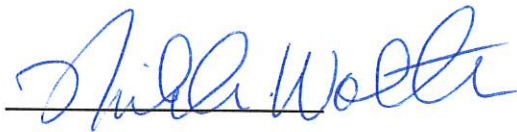
Councilmember Sandy Hunter-No updates

TCM Ahlstrom motioned to approve the August Bills. TCM Johnson seconded the motion. All votes ayes. Motion passed. (See Attachment #8)

Citizen Comments: Liz Poulter noticed the engine brake signs in the valley and wondered when they could get theirs in Huntsville. Beckki said the signs have to be approved by the state and they might cost \$2,200. Mayor Sorensen asked for it to be on the next agenda.

TCM Ahlstrom motioned to adjourn the meeting. TCM Johnson seconded the motion. All votes ayes. Motion passed.

Meeting adjourned at 6:57 PM



Nikki Wolthuis, Deputy Clerk

Date

Dear Valued Water Customer,

The Utah Division of Drinking Water has recently increased its effort towards achieving cross-connection control requirements satisfaction for all municipalities. This initiative was prompted by several waterborne illnesses linked to cross contamination of culinary water systems in Utah communities. We are committed to doing our part in protecting the safety of our water system and the health of all users.

Why This Matters

You may be receiving this letter for one or both of the following reasons:

1. High Water Usage

Your recent summer water consumption is significantly above typical usage for a home in your area. This could indicate either a leak in your system or outside usage such as irrigation. If you believe you have a leak, please contact us immediately so we can inspect your connection at no cost to you.

2. Outside Water Uses

If you are using culinary water for any outside purposes including irrigation, livestock troughs, swimming pools, or other commercial or business uses, you are required to have proper backflow prevention protection and annual testing.

Regarding the River Run Subdivision Situation

The River Run subdivision was developed with an agreement that the town would provide only culinary water, in compliance with Huntsville Town ordinances. A secondary irrigation water source was to be developed which did not get installed. Any homeowner using culinary water for any outside purposes must meet state regulations by having an approved backflow prevention device installed.

What You Need to Do

If either of the situations above applies to you, please take the following steps:

1. **Contact the Town** within 30 of receipt of this letter to confirm whether you have outside water uses or suspect a leak. Call 801-745-3420 or email: waterbilling@huntsvilleutah.gov.
2. **Schedule an Inspection** - Our inspector will visit your property at no cost to you to evaluate your water connections.
3. **Install a Backflow Preventer** (if needed) - If you have outside uses, you must install an approved backflow prevention device if you don't already have one. You have 6 months from the date of your response to notify the town you're starting installation of the device(s) and 90 days after the installation start to complete, and have it successfully tested by a certified tester and submit a testing report. The type required depends on your specific use:

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**Thursday, September 3, 2026, 6:00 p.m.****Huntsville Town Hall, 7474 E. 200 South, Huntsville**

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Sandy Hunter	Council Member	Present
Lewis Johnson	Council Member	Present
Jim Truett	Council Member	Present
William Morris	Legal Counsel	Excused
Nikki Wolthuis	Clerk	Present
Beckki Endicott	Clerk	Present

Citizens: Lt. Jeffries, Carol Stoker, Ken and Chris Bair, Blaine Vernon, Will Vandertooleen

Zoom: TCM Sandy Hunter

1 Mayor Richard Sorensen called the meeting to order.

There was a full quorum present.

2-Pledge of Allegiance led by: Blaine Vernon

3-Opening Ceremony given by: TCM Johnson

4-Sheriff's Report-

There were 46 incidents which included 24 traffic violations. The Flock camera in Huntsville got knocked down and set on fire. There was a vehicle burglary around the same time. Five other cameras in the county were recently damaged. He explained that Flock cameras were not live.

5.Public Comments:

Ken Bair- They haven't been able to access the alleyway behind their house for years. They used to be able to access the back of their property through the neighbors' yard, but now they can't. Both ends of the alleyway are blocked and the current landowner on one side says the alleyway is his property. They need to get through the alleyway to access their property to put in a shed. Can they get this resolved? Mayor Sorensen informed Mr. Bair that the town's code enforcement officer could help with the situation.

6. Discussion and/or action on approval of Minutes for Town Council Meeting July 30, 2026 (See Attachment #1)

TCM Ahlstrom motioned to approve Minutes for Town Council Meeting July 30, 2026. TCM Johnson seconded the motion. All votes ayes. Motion passed.

7. Discussion and/or action on approval of Minutes for Town Council Meeting August 25, 2026 (See Attachment #2)

TCM Sandy Hunter thought they should specify that it was the "No Parking" sign project that was being approved. Nikki updated it.

TCM Ahlstrom motioned to approve Minutes for Town Council Meeting August 25, 2026. TCM Sandy Hunter seconded the motion. All votes ayes. Motion passed.

8. Discussion and/or action on approval of Ordinance 2026-6-8 Mixed Use Title for C-2 Zone with Renumbering (See Attachment #3)

TCM Truett, TCM Sandy Hunter, and Tommy Christie had been working on the Mixed Use ordinance since May. John Janson helped write and revise it. TCM Sandy Hunter reviewed the ordinance with the TC. She described some of the standards and uses and density for mixed use buildings. The TC spoke about whether they should or shouldn't dictate what a building should look like in Huntsville Town. TCM Ahlstrom wanted to table the ordinance and give it some more thought, but others wanted to put it up for a vote.

TCM Johnson motioned to approve Ordinance 2026-6-8 Mixed Use Title for C-2 Zone and Renumbering. TCM Truett seconded the motion. Roll Call Vote. Votes reflected below. Motion passed 4-1.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom		X		
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

9. Discussion and/or action on approval of Resolution 2026-9-3 Huntsville Town Support for Pineview to become a State Park (See Attachment #4)

TCM Truett explained that the reason behind Huntsville's support for Pineview becoming a state park included the inability for people to get to their homes on busy days at the beach, the expense and inconvenience to councilmembers of renting and placing signs on the road to help control boat traffic, and many other things. In addition, the Forest Service had been unable or unwilling to pay for improvements to the area when approached. TCM Truett and others had lobbied the state legislature for Huntsville Town to be the concessionaire at Cemetery Point. The Town was getting some money from entrance fees but it was not enough to pay for infrastructure. Jason Kyle, Utah Rep. had asked them to write a resolution in support of Pineview becoming a state park. TCM Truett stated that changing Pineview to a state park would make it more safe, organized, and nicer, and he felt that they really needed to get behind the idea. He complimented Beckki for doing a wonderful job writing it and explained that he wished to make some slight additions(Attachment #5). TCM Sandy Hunter suggested some grammatical changes.

TCM Truett motioned to approve Resolution 2026-9-3 Huntsville Town Support for Pineview to become a State Park with the additional Whereas statements and grammatical changes. TCM Ahlstrom seconded the motion. Roll Call Vote. Votes reflected below. Motion passed 5-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

10. Discussion and/or action on approval of Resolution 2026-9-3-B Culinary Water Leak Adjustment Policy (See Attachment #6)

Mayor Sorensen explained that the previous policy that was made the year before was based on economic need and not many in town would qualify. He also reasoned that even if you did make a lot of money, \$3,000 for a water bill was still a lot. The new policy gives the price of the base rate on overages to help cut down the costs.

TCM Johnson wondered if the town could have its own water leak insurance program. He proposed raising the water bill for everyone and putting the extra money into a fund. Or, they could make it optional, and only those who participated would qualify to use it. The TC discussed different ideas and scenarios for a leak insurance program but did not make a final decision. **Mayor Sorensen motioned to approve Resolution 2026-9-3-B Culinary Water Leak Adjustment Policy. TCM Ahlstrom seconded the motion. Roll Call vote. Votes reflected below. Motion passed 5-0.**

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

11. Discussion on the Culinary Water System Status Updates (See Attachment #7)

Culinary Water Board Chair, Ron Gault, presented an update on the culinary water system. He stated that they would be out of water if they hadn't dug the wishing well a few years ago. The Monastery was now using water out of South Fork.

A few River Run water users were using the culinary water for secondary which was not allowed. These property owners needed to install backflow prevention devices to protect Huntsville's water users down the line. If they didn't install them their water would get

turned off. Letters were being written to the property owners. Chevron also needed to install a device.

12. Discussion and/or action on approval of the Sheriff's Windshield Damage Assessment Report (See Attachment #8)

TCM Ahlstrom explained that this report identified critical areas to check first in an emergency situation. It was a way to assess damage from the windshield while driving by. He wondered if they should add more locations, and TCM Sandy Hunter suggested adding Causey Reservoir.

Department Updates

Mayor Richard Sorensen- He had drafted a letter to the Town about the legal opinions for the Powder Landing property. He wanted it to be sent out in the next day or two.

Councilmember Bruce Ahlstrom- LaRose Paving had the contract for the overlay on several blocks. The total cost was \$69,275.

Councilmember Sandy Hunter-No updates

Councilmember Jim Truett- Dave Booth was going to install the No Parking signs. He would like to hire others to straighten signs in town and install the water bottle dispenser in the park. The Alfa Romeo car show was all set for September 26th. He was trying to find a grant to pay for the roundabout job. He would call Jared Anderson, Huntsville Town engineer to get the job approved by UDOT and then get started.

Councilmember Lewis Johnson- He reported on the Mosquito Abatement board meetings. Mosquitos were down in the county and bat and dragonfly populations were up.

TCM Ahlstrom motioned to table the August 2026 Bills. TCM Johnson seconded the motion.

Mayor Sorensen motioned to adjourn the meeting. There were no objections.

Meeting adjourned at 8:26 PM

Nikki Wolthuis, Deputy Clerk

September 17, 2026

To: Huntsville Town Council

Submitted By: Nikki Wolthuis, Clerk

Subject: Business License for Pangea Squared LLC

Background: The business rents event and wedding decor.

Recommendation: To approve a business license.

Motion: To approve/not approve a commercial business license for Pangea Squared LLC

Action:

Motion:

Second:

Mayor Sorensen:

Bruce Ahlstrom:

Sandy Hunter:

Lewis Johnson:

Jim Truett:



September 2, 2026

To the Mayor and Town Council and management of

Huntsville Town
PO Box 267
Huntsville, UT 84317

We are pleased to confirm our understanding of the services we are to provide Huntsville Town for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the the governmental activities, the business-type activities, and each major fund, and the disclosures, which collectively comprise the basic financial statements of Huntsville Town as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Huntsville Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Huntsville Town's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison to actual on the General Fund and Major Special Revenue Funds
- 3) Schedule of the Proportionate Share of the Net Pension Liability
- 4) Schedule of Contributions
- 5) Notes to the Required Supplementary Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

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

2490 WALL AVENUE, OGDEN, UTAH 84401 | MAIN 801-621-0440 | FAX 801-399-9264

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Huntsville Town and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Huntsville Town's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during

the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of Huntsville Town in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Child Richards CPAs & Advisors and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Child Richards CPAs & Advisors personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ryan Child is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately September 15, 2026 and to issue our reports no later than December 31, 2026.

Our fee for these services will be at our standard hourly rates. We estimate our fees to be between \$14,920 and \$15,350. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue a written report upon completion of our audit of Huntsville Town's financial statements. Our report will be addressed to the Mayor and Town Council of Huntsville Town. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Huntsville Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Huntsville Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Child Richards CPAs & Advisors

RESPONSE:

This letter correctly sets forth the understanding of Huntsville Town.

Signature: _____

Name: _____

Title: _____

Date: _____



[REDACTED]
Huntsville, UT 84317
United States of America

Clint D Hartmann
[REDACTED]
Utah.Arbormann@gmail.com

ADDRESS

Huntsville Town

Huntsville Park

Maint@huntsvilleutah.gov

2656

7/29/2026

EXPIRATION DATE

Projects	DATE	QTY	RATE	AMOUNT
Stump Grind	7/27, 7/29	5.0	\$575.00	\$2,875.00
Heavy equipment and crew to dig or grind various stumps to below grade, large wood to be taken to dump, some wood chips will remain, heavy equipment will leave some marks in grass				
Canopy Raise	7/27/2026	1.0	\$750.00	\$750.00
Raise the canopy of the four or so trees by the small brick buildings, clean up debris				

July

10.04.001 \$2875

10.48.002 \$750

Total \$3,625.00

Due upon receipt, 2% per month (24% annually) finance charge will be assessed to accounts not paid within 30 days of invoice date. Court costs and reasonable attorney fees will be added in the event of default by the purchaser if placed for collection. By paying this invoice you release Clint and Arbormann LLC of all liability

Melissa Knowles

From: Maintenance
Sent: Wednesday, September 2, 2026 1:14 PM
To: Melissa Knowles
Subject: RE: Arbormann bid for tree work

That work is completed. The stumps were at the park. The canopy raise was done at Mark's studio.

V/R
Blaine
maint@huntsvilleutah.gov

----- Original message -----

From: Melissa Knowles <mknowles@huntsvilleutah.gov>
Date: 9/2/26 09:12 (GMT-07:00)
To: Maintenance <maint@huntsvilleutah.gov>
Subject: FW: Arbormann bid for tree work

Can you verify this work has been done and I can pay this?

Thank you.

Melissa Knowles
Huntsville Town Treasurer
(801) 558-0286



Attention: Huntsville Town is in the process of adopting huntsvilleutah.gov as its new domain name. Please update any contacts in your address book to use mknowles@huntsvilleutah.gov

From: Clint Hartmann <utah.arbormann@gmail.com>
Sent: Tuesday, September 1, 2026 8:37 PM
To: Melissa Knowles <mknowles@huntsvilleutah.gov>
Subject: Re: Arbormann bid for tree work



Staff Report

TO: Huntsville Town Council
FROM: Shannon Smith
DATE: September 14th 2026
RE: Changes to Leak Adjustment Policy

Upon application of the policy as previously approved, I found a discrepancy in the wording section, 8. Calculation of Leak Adjustment. The wording as previously written allowed the adjustment to be calculated from the base rate of \$103.5 for 7,000. The base rate includes administrative costs associated with utility billing. The intent was to calculate the leak overage at the rate reflected in the 7,000-19,999 gallon tier, which is currently \$12.15 for the in-town rate. The thought is that it gives a clear amount to charge for the water used.

Another small adjustment I would suggest is changing the wording in Section 10 that implies that the town notifies users of high usage. The Town does not notify of high usage, we do notify if the meter reading system flags a meter for a leak. Continual leaks that are flagged by the system for 22 or more days are sent a letter notifying the property owner of the leak.

A handwritten signature in black ink, appearing to read "Shannon Smith", written over a dashed horizontal line.

Shannon Smith, Town Clerk

RESOLUTION 2026-9-17

A RESOLUTION AMENDING THE SEPTEMBER 3RD POLICY FOR HUNTSVILLE TOWN CULINARY WATER LEAK ADJUSTMENT

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

WHEREAS, the Town Council is the municipal legislative body;

WHEREAS, the Huntsville Culinary Water Administration makes every effort to help residents set up payment plans and remedies for culinary water overages and leaks;

WHEREAS, the leak policy passed by the Huntsville Town Council on September 3, 2026 included a different price for water overages than was conceptualized;

WHEREAS, the new policy passed on September 3, 2026 is more cost prohibitive for residents and customers which was not the intent of the authors of the policy;

WHEREAS, Huntsville Town Council desires to adjust the culinary water price used in calculating the overages;

NOW, THEREFORE, BE IT RESOLVED by the Huntsville Town Council that the Culinary Water Leak Adjustment Policy is hereby amended and restated in its entirety in the form attached hereto as Exhibit A, which shall constitute the Town's Culinary Water Leak Adjustment Policy effective as provided herein.

BE IT FURTHER RESOLVED that Resolution No. 2026-9-3-B, and any prior provisions concerning the Culinary Water Leak Adjustment Policy that are inconsistent with Exhibit A, are hereby **repealed and superseded** as of the effective date of this Resolution.

Section 1. Effective Date. This Resolution is effective immediately upon adoption by the Town Council.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Richard Sorensen				
CM Bruce Ahlstrom				
CM Sandy Hunter				
CM Lewis Johnson				
CM James Truett				

PASSED AND ADOPTED by the Town Council on this 17th day of September 2026.

Richard L. Sorensen – Huntsville Town Mayor

ATTEST:

Huntsville Town Clerk

RECORDED this 17th day of September 2026.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal clerk of Huntsville Town, hereby certify that foregoing resolution was duly passed and published, or posted at 1) Town Hall 2) www.huntsvilletown.com 3) pnn.gov

Huntsville Town Clerk

DATE: _____

“EXHIBIT A”

TOWN OF HUNTSVILLE, UTAH

Policy for Adjustment of Culinary Water Charges Due to Qualifying Leaks

Section 1. Purpose

The purpose of this policy is to establish fair and consistent criteria and procedures for adjusting culinary water charges when a verified and unintentional leak on the customer's side of the meter results in extraordinary water consumption.

This policy is intended to provide reasonable relief to customers experiencing a legitimate water-system failure while maintaining customer responsibility for private water systems, protecting the financial integrity of the Huntsville Town culinary water system, and encouraging responsible use and conservation of culinary water.

The intent of an adjustment is not to forgive the cost of water consumed, but to provide relief from escalating overage rates when extraordinary consumption results from a qualifying leak.

Section 2. Definition of a Qualifying Leak

For purposes of this policy, a qualifying leak is an unintended and unexpected failure or break in a customer's private culinary water system that results in significant and unintended loss of water.

A qualifying leak may include a broken or failed service line, pipe, fitting, valve, or similar component of the customer's culinary water system.

High or extraordinary water consumption alone does not establish the existence of a qualifying leak.

The burden of establishing the existence, nature, location, and repair of a qualifying leak rests with the customer.

Section 3. Eligibility

A customer may request an adjustment when all of the following conditions are met:

1. Water consumption for the affected billing period is at least 150% of the customer's normal usage.
2. The customer provides reasonable evidence demonstrating that the extraordinary consumption resulted from a qualifying leak.
3. The customer exercised reasonable diligence in identifying and repairing the leak promptly after discovery or notification.
4. The customer submits a complete request and supporting documentation within the time requirements established by this policy.
5. The leak otherwise meets all requirements and exclusions contained in this policy.

Household income shall not be a condition of eligibility for a standard leak adjustment.

Section 4. Uses and Conditions Not Eligible for Adjustment

No adjustment shall be granted for excess consumption resulting from:

1. Lawn, landscape, agricultural, or other irrigation use.
2. Sprinklers or irrigation systems, whether operated intentionally, inadvertently, or because of malfunction.
3. A hose, faucet, spigot, hydrant, or other water outlet that was intentionally opened or inadvertently left open.
4. Running toilets, leaking faucets, appliances, fixtures, or other leaks occurring within a residence, commercial building, or other structure.
5. Filling or maintaining swimming pools, hot tubs, ponds, water features, tanks, or similar uses.
6. Construction, remodeling, landscaping, or property-maintenance activities.
7. Negligence, willful damage, failure to reasonably maintain private infrastructure, or a known condition that was not repaired within a reasonable period.
8. Intentional or unauthorized use of culinary water for irrigation or another purpose for which another water source is required or intended.
9. Damage caused by a third party from whom the customer may reasonably recover the cost, unless the Town Council determines exceptional circumstances justify consideration.
10. Any other consumption that the Town determines did not result from an actual unintended failure of the customer's culinary water system.

Extraordinary consumption alone shall not constitute evidence of a qualifying leak.

Section 5. Required Documentation

A request for adjustment shall include:

1. A completed and signed Huntsville Town Water Leak Adjustment Request Form.
2. A written description of the nature, location, and approximate duration of the leak.
3. Documentation showing that the leak has been repaired, including either a dated invoice or receipt from a plumber, contractor, or other qualified person, or a signed statement from the property owner describing a self-performed repair.
4. Photographs of the failed component and/or repair, when reasonably available.
5. Any additional information reasonably requested by the Town to establish that the excess consumption resulted from a qualifying leak rather than irrigation, intentional use, waste, or another excluded condition.

The Town may inspect the property or repaired component when reasonably necessary to determine eligibility.

Section 6. Timeliness

A completed request for adjustment must be submitted within sixty (60) days of the billing date for the affected billing period. The leak must be repaired within (30) days after discovery or Town notification unless an extension is approved.

Incomplete requests may be returned for additional information. Requests submitted outside the allowed time period may be denied.

Section 7. Determination of Normal and Qualifying Excess Usage

For an approved adjustment, the customer's normal usage shall ordinarily be determined using the customer's historical consumption during comparable billing periods, taking seasonal usage into consideration.

When sufficient customer history is unavailable, the Town Clerk may determine reasonable normal usage using available billing history, comparable properties, or other relevant information.

Consumption attributable to the qualifying leak above the customer's determined normal usage shall be considered qualifying excess usage. Only qualifying excess usage shall be eligible for the adjusted rate.

Section 8. Calculation of Leak Adjustment

Customers receiving an approved leak adjustment remain responsible for their normal monthly base water charge and for all water consumed.

Qualifying excess usage attributable to an approved leak shall not be charged according to the Town's escalating overage rate schedule.

Instead, all qualifying excess usage shall be charged using the same un-escalated rate applicable to water usage in tier two (2), 7,000 to 19,999 gallons, based upon the customer's applicable meter size, service classification, and location as established in the current Huntsville Town Consolidated Fee Schedule.

The purpose of this adjustment is not to provide free water or relieve the customer of responsibility for water consumed. Rather, it is to remove the escalating overage charges associated with extraordinary consumption resulting from a verified qualifying leak.

All other applicable charges and fees shall remain due.

Section 9. Frequency of Adjustments

Only one leak adjustment may be granted per customer account during any twenty-four (24) month period.

If a customer experiences a second qualifying leak within twenty-four (24) months, the customer may request consideration by the Town Council. The Council may grant additional relief when the leaks resulted from separate, demonstrably unrelated system failures and extraordinary circumstances warrant an exception.

Section 10. Potential-Leak Notification

When a potential leak is identified through the Town's normal meter-reading or billing process, the Town will make reasonable efforts to notify the customer by available contact information.

The Town does not continuously monitor individual customer water consumption. Meter readings and potential leak notifications are not a substitute for the customer's responsibility to monitor and maintain the customer's private water system.

Failure by the Town to identify a potential leak or to notify a customer shall not transfer responsibility for the customer's private water system or resulting water consumption to the Town.

Section 11. Customer Responsibility to Request an Adjustment

Leak adjustments are not automatic.

It is the customer's responsibility to identify and repair a qualifying leak and to submit a completed Water Leak Adjustment Request Form.

A high-usage or potential-leak notification from the Town does not constitute an application for a leak adjustment and does not obligate the Town to determine whether the customer may qualify for an adjustment.

Town staff are not required to proactively offer or solicit a leak adjustment solely because an account appears on a high-usage or potential-leak report.

However, when a customer reports that a leak has occurred, asks whether assistance is available, or otherwise inquires about an unusually high bill resulting from a possible leak, Town staff shall inform the customer of this policy and provide information regarding the application process.

No adjustment shall be made without a request from the customer and the documentation required by this policy.

Section 12. Financial Hardship

Eligibility for a standard leak adjustment under this policy shall not depend upon household income.

The Town Council may separately establish a financial-hardship assistance program for customers who demonstrate financial need.

Any additional financial-hardship assistance shall be administered according to separate criteria established by the Town Council and shall not alter the eligibility requirements of this policy.

Section 13. Review and Final Authority

The Huntsville Town Clerk or designated utility official is authorized to receive and review applications, request additional documentation, determine eligibility, calculate adjustments, and approve qualifying leak adjustments resulting in a reduction of less than \$2,000 from the customer's original water bill.

Any qualifying leak adjustment resulting in a reduction of \$2,000 or more from the customer's original water bill requires a second approval by either the mayor or the Huntsville Town Council.

The Mayor may refer any adjustment to the Town Council when circumstances warrant additional review. The Town Clerk or designated utility official may also refer any application to the Town council when eligibility is unclear, unusual circumstances exist, or the request involves circumstances not specifically addressed by this policy.

A customer whose request is denied may request review by the Huntsville Town Council. The decision of the Town Council shall be final.

If a customer is unable to immediately pay the remaining balance following an adjustment, the town clerk may establish a reasonable repayment schedule.

Section 14. Retroactive Application

This policy shall become effective upon adoption by the Huntsville Town Council.

The provisions of this policy may also be applied to qualifying leaks and adjustment requests occurring within ninety (90) days prior to the effective date, provided the customer otherwise satisfies all requirements of this policy.

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4. Running toilets, leaking faucets, appliances, fixtures, or other leaks occurring within a residence, commercial building, or other structure.
5. Filling or maintaining swimming pools, hot tubs, ponds, water features, tanks, or similar uses.
6. Construction, remodeling, landscaping, or property-maintenance activities.
7. Negligence, willful damage, failure to reasonably maintain private infrastructure, or a known condition that was not repaired within a reasonable period.
8. Intentional or unauthorized use of culinary water for irrigation or another purpose for which another water source is required or intended.
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The purpose of this adjustment is not to provide free water or relieve the customer of responsibility for water consumed. Rather, it is to remove the escalating overage charges associated with extraordinary consumption resulting from a verified qualifying leak.

All other applicable charges and fees shall remain due.

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When a **potential leak** is identified through the Town's normal meter-reading or billing process, the Town will make reasonable efforts to notify the customer by available contact information.

(Take out second paragraph)

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The Mayor may refer any adjustment to the Town Council when circumstances warrant additional review. The Town Clerk or designated utility official may also refer any application to the Town council when eligibility is unclear, unusual circumstances exist, or the request involves circumstances not specifically addressed by this policy.

A customer whose request is denied may request review by the Huntsville Town Council. The decision of the Town Council shall be final.

If a customer is unable to immediately pay the remaining balance following an adjustment, the town clerk may establish a reasonable repayment schedule.

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This policy shall become effective upon adoption by the Huntsville Town Council.

The provisions of this policy may also be applied to qualifying leaks and adjustment requests occurring within ninety (90) days prior to the effective date, provided the customer otherwise satisfies all requirements of this policy.



Mailing Address

P.O. Box 267
Huntsville, UT 84317

Phone

801.745.3420

Web

www.huntsvilleutah.gov

Mayor

Richard L. Sorensen

Town Council

Bruce Ahlstrom
Sandy Hunter
Lewis Johnson
James Truett

Town Clerk/Recorder

Jacki Endicott
Wikki Wolhuis – Deputy
Shannon Smith –
Water/Planning

Treasurer

Melissa Knowles

Attorney

Bill Morris

September 17, 2026

LETTER TO PLANNING COMMISSION

RE: Letter requesting the Planning Commission to initiate the rezone of the United States Post Office parcel, Chevron parcel and American Legion parcels from C-1 to C-2.

Dear Planning Commission:

Thank you for your tireless efforts in helping our residents with land use Applications and planning. We are grateful for your input and appreciate all your time spent on behalf of Huntsville Town.

Since the C-2 zone has been updated to reflect building construction standards, the Town Council would like to request the Planning Commission initiate a rezone of the United State Post Office parcel #240180015, the Chevron parcel #240180042 and the American Legion parcel #240180004.

Currently the Post Office Parcel and the Chevron parcel are located in the C-1 zone, and the Town Council would like to see these commercial parcels be rezoned to the C-2 Zone (Commercial Highway).

Although the American Legion was rezoned in February of 2024, the action didn't include a parcel description and an ordinance. Both the parcel description and ordinance are required for the rezone. The Town Council would like to officially rezone the American Legion at the same time we are moving both the Post Office and Chevron parcel to the C-2 zone.

We look forward to seeing this item progress through the agendas.

Sincerely,

The Huntsville Town Council

Legal Description for Post Office – Parcel #240180015

PART OF LOT 3, BLOCK 1, PLAT "B", HUNTSVILLE SURVEY. BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 3, THENCE NORTHWESTERLY 3.118 CHAINS, THENCE 3.48 CHAINS TO SOUTHLINE OF SAID LOT, THENCE EASTERLY 3.158 CHAINS, MORE OR LESS, TO EAST LINE OF SAID LOT 3, THENCE NORTHERLY 3.254 CHAINS TO PLACE OF BEGINNING. CONTAINING IN ALL 1.03 ACRES. SUBJECT TO STATE ROAD PERPETUAL EASEMENT FOR HIGHWAY RIGHT OF WAY. (633-341) TOGETHER WITH THE SOUTH 36.62 FEET OF THE VACATED STREET ABUTTING THEREON (920-521)

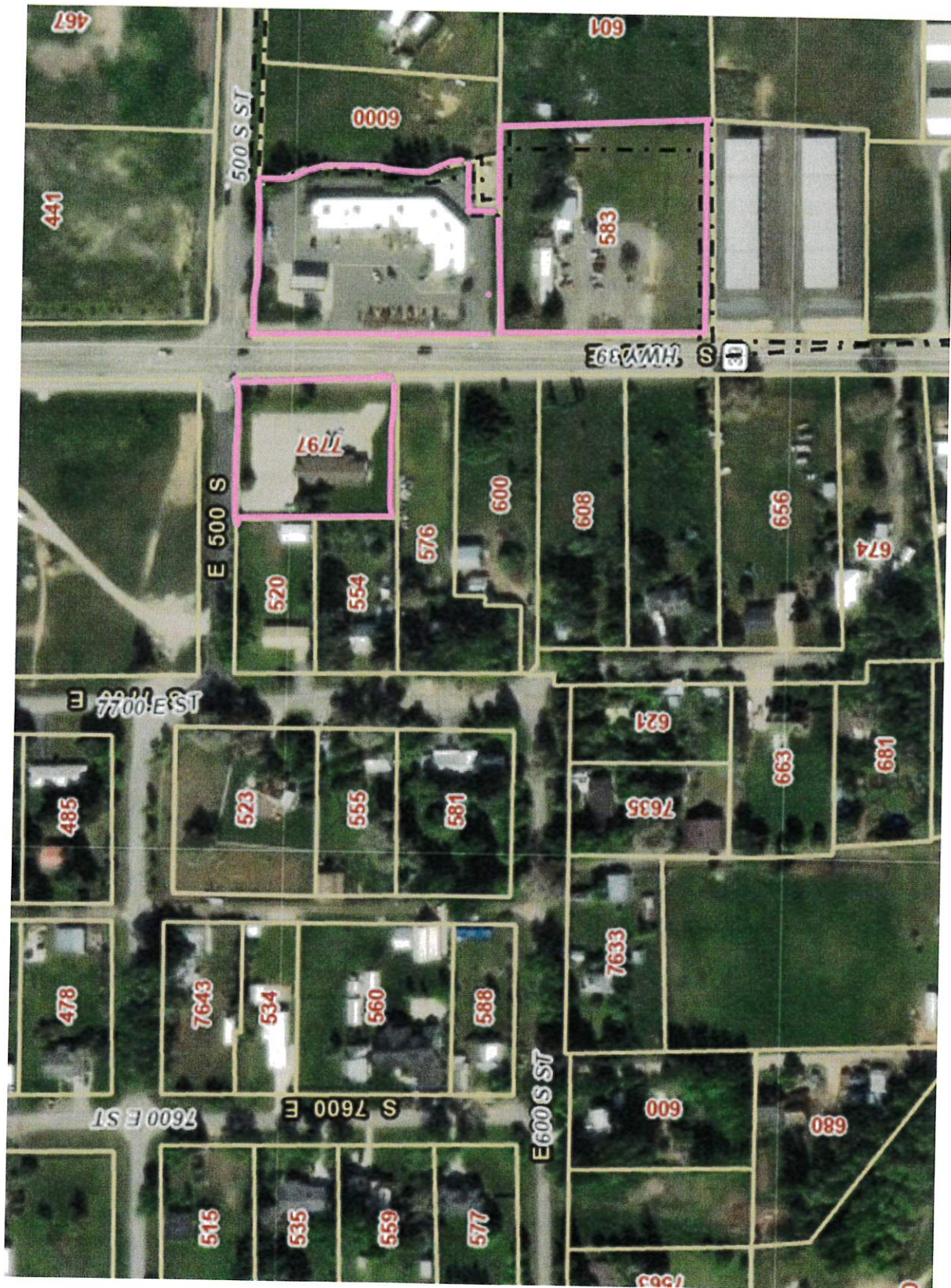
Legal Description for Chevron – Parcel #240180042

PART OF LOT 2, BLOCK 1, PLAT B, HUNTSVILLE SURVEY, WEBER COUNTY, UTAH AND PART OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 6 NORTH, RANGE 2 EAST, SALT LAKE BASE & MERIDIAN, U S SURVEY, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE SOUTH RIGHT OF WAY LINE OF 500 SOUTH STREET AND THE EAST RIGHT OF WAY LINE OF UTAH STATE HIGHWAY 39, SAID POINT BEING NORTH 88D40'15" WEST 638.89 FEET AND SOUTH 01D19'45" WEST 651.56 FEET FROM THE EAST QUARTER CORNER OF SAID SECTION 18, (BASIS OF BEARING BEING SOUTH 00D22'07" WEST BETWEEN THE NORTHEAST CORNER OF SECTION 18 AND THE EAST QUARTER CORNER SECTION 18); THENCE SOUTH 88D40'15" EAST ALONG THE SOUTH RIGHT OF WAY LINE OF SAID 500 SOUTH STREET 201.94 FEET (SOUTH 88D48'29" EAST 193.60 FEET BY RECORD); THENCE ALONG A FENCE LINE THE FOLLOWING FIVE (5) COURSES: (1) SOUTH 15D39'16" EAST 18.71 FEET, (2) SOUTH 21D47'13" EAST 51.52 FEET (SOUTH 17D48'09" EAST 59.32 FEET BY RECORD), (3) SOUTH 03D01'37" EAST 72.53 FEET (SOUTH 5D35'11" EAST 88.24 FEET BY RECORD), (4) SOUTH 04D16'54" WEST 100.08 FEET (SOUTH 04D06'56" WEST 85.36 FEET BY RECORD) (5) SOUTH 14D00'41" EAST 97.34 FEET (SOUTH 12D30'04" EAST 101.23 FEET BY RECORD) TO A FOUND REBAR, SAID REBAR IS THE NORTHEAST CORNER OF MOUNTAIN FUEL SUPPLY COMPANY PROPERTY; THENCE ALONG THE NORTH LINE OF SAID PROPERTY SOUTH 86D56'05" WEST 64.50 FEET (SOUTH 86D35'17" WEST 65.53 FEET BY RECORD) TO A FOUND REBAR, SAID REBAR IS THE NORTHWEST CORNER OF SAID PROPERTY; THENCE ALONG THE WEST LINE OF SAID PROPERTY SOUTH 03D33'55" EAST 24.77 FEET (SOUTH 02D24'43" EAST 33.00 FEET BY RECORD) TO THE SOUTH LINE OF SAID LOT; THENCE SOUTH 89D04'45" WEST ALONG SOUTH LINE OF LOT 175.59 FEET (SOUTH 88D56'30" WEST 185.14 FEET, MORE OR LESS, BY RECORD) TO SAID EAST RIGHT OF WAY OF STATE HIGHWAY 39; THENCE ALONG SAID LINE NORTH 01D10'25" WEST 368.28 FEET (NORTH 0D11'13" WEST 346.2 FEET, MORE OR LESS, BY RECORD) TO THE POINT OF BEGINNING.

Legal Description for American Legion – Parcel #240180004

PART OF LOT 8, BLOCK 1, PLAT "B", HUNTSVILLE SURVEY, DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE EAST LINE OF THE STATE ROAD, 1090.56 FEET NORTH AND
641.24 FEET WEST AND 237.82 FEET NORTH 1D18' WEST FROM THE SOUTHEAST CORNER
OF SECTION 18, TOWNSHIP 6 NORTH, RANGE 2 EAST, SALT LAKE MERIDIAN, U.S. SURVEY,
RUNNING THENCE NORTH 1D18' WEST 310.02 FEET; THENCE NORTH 88D56'30" EAST 288.98
FEET THENCE SOUTH TO A POINT NORTH 88D53' EAST 289.66 FEET FROM BEGINNING,
THENCE SOUTH 88D53' WEST 289.66 FEET TO BEGINNING. [NOTE: BECAUSE THE
DESCRIPTION OF RECORD DID NOT CONTAIN AN AREA FOR THIS PARCEL THE AREA FOR
THIS PARCEL WAS CALCULATED BY THIS OFFICE FOR TAX PURPOSES.]

Exhibit "A"



STAFF REPORT TO TOWN COUNCIL
September 8, 2026

August Bills Paid

Findings:

There were a few checks that had to be voided last month, which has created a check register that isn't super clear to understand. The check register shows every transaction that is associated with each check number. For instance, check # 13391 shows it was written for \$600, and directly above the entry for it being written is the entry for that same check number being voided, resulting in the negative amount and the "V" to the side. That payment was then reissued under check # 13403 for only \$575 per the vendor's request to avoid the \$600 threshold where 1099s have to be issued at the end of the year.

On 8/26/26, there was misfeed in the printer, and one check was ruined. Although only one check was ruined, in order to have correct check numbers in our system, the entire batch of checks had to be systematically voided and reissued with the correct numbers. For example, check #13419 was originally going to be assigned to William M. Morris (positive amount). The void entry is listed just above that (negative amount and the "V"). When check numbers were reassigned and corrected, it was permanently issued to Rise Broadband (positive amount).

Staff Recommendations:

* It is the Staff's recommendation to approve the August bills*

Required Action:

Motion to APPROVE Example: I motion to approve the August Bills

Motion to TABLE Example: I motion to table due to further questions

Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendo Numb	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
13390									
08/26	08/05/2026	13390	483	Andersen Engineering	2606	10-46-404	960.00	960.00	Lowe Legacy Review and Inspections
08/26	08/05/2026	13390	483	Andersen Engineering	2607	10-46-404	2,040.00	2,040.00	McKay Meadows Reviews and Inspection
08/26	08/05/2026	13390	483	Andersen Engineering	2608	10-46-404	240.00	240.00	Pavement Work
08/26	08/05/2026	13390	483	Andersen Engineering	2609	50-41-803	2,820.00	2,820.00	Transmission Line Management
Total 13390:								6,060.00	
13391									
08/26	08/05/2026	13391	366	Bryan Clapperton	7/4/26	40-44-502	600.00-	600.00-	V July 4, 2026 Fireworks Operator
08/26	08/05/2026	13391	366	Bryan Clapperton	7/4/26	40-44-502	600.00	600.00	July 4, 2026 Fireworks Operator
Total 13391:								.00	
13392									
08/26	08/05/2026	13392	516	C&N Tractors	16504	30-42-805	7,805.00	7,805.00	32" Mower Deck for Tractor
Total 13392:								7,805.00	
13393									
08/26	08/05/2026	13393	142	Core & Main LP	Z423575	50-41-502	2,515.69	2,515.69	Culinary Meter Setters
Total 13393:								2,515.69	
13394									
08/26	08/05/2026	13394	454	Eden Auto Parts	009868	10-54-604	47.66	47.66	Fluids for Truck
Total 13394:								47.66	
13395									
08/26	08/05/2026	13395	165	Freedom Broadband	009539	10-40-304	60.00	60.00	Internet - Town Hall
Total 13395:								60.00	

GL Period	Check Issue Date	Check Number	Verdo Numb	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
13396	08/26	08/05/2026	13396	429 Jeff Keeney	REIMBURSE	10-64-502	33.46	33.46	Reimburse Toilet Paper for Parks
Total 13396:									
13397	08/26	08/05/2026	13397	229 Mike Engstrom	REIMBURSE	10-66-502	154.74	154.74	Cemetery Sprinkler Relay
08/26	08/05/2026	13397	229	Mike Engstrom	REIMBURSE	10-47-502	70.96	70.96	Community Center Sound System Parts
08/26	08/05/2026	13397	229	Mike Engstrom	REIMBURSE	10-47-502	56.83	56.83	Electrical Floor Box
Total 13397:									
13398	08/26	08/05/2026	13398	517 Parr Brown Gee & Loveless	8/4/26	10-40-206	5,000.00	5,000.00	Legal Fees Advance
Total 13398:									
13399	08/26	08/05/2026	13399	261 Rocky Mountain Power	7/30/26	10-54-303	217.24	217.24	Utility service - Street Lights
Total 13399:									
13400	08/26	08/05/2026	13400	272 South Fork Mercantile	STMT 7/31/2	10-64-502	14.36	14.36	Park Repair Supplies
08/26	08/05/2026	13400	272	South Fork Mercantile	STMT 7/31/2	10-54-502	23.99	23.99	Shop Supplies
08/26	08/05/2026	13400	272	South Fork Mercantile	STMT 7/31/2	10-54-502	147.94	147.94	Shop Supplies - Safety Cones
Total 13400:									
13401	08/26	08/05/2026	13401	616 Susan Allen	REIMBURSE	10-39-402	50.00	50.00	Reimburse Cancelled Park Reservation 3/23/26
Total 13401:									
13402	08/26	08/05/2026	13402	314 Utah Taxpayers Association	6152854	10-40-504	97.50	97.50	Annual Subscription
Total 13402:									
							97.50	97.50	

Check Register - Huntsville - with Descriptions
Check Issue Dates: 8/1/2026 - 8/31/2026

GL Period	Check Issue Date	Check Number	Vendo Numb	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
13403									
08/26	08/05/2026	13403	366	Bryan Clapperton	JULY 4, 2026	40-44-502	575.00	575.00	July 4, 2026 Fireworks Operator
Total 13403:							575.00		
13404									
08/26	08/12/2026	13404	158	Econo Waste	RW000004217	50-41-305	6,761.50	6,761.50	Garbage Service - July 2026
08/26	08/12/2026	13404	158	Econo Waste	RW000004235	40-44-305	817.08	817.08	July 4th Roll off Dumpster
Total 13404:							7,578.58		
13405									
08/26	08/12/2026	13405	436	Enbridge Gas	7/2/26-8/4/26	10-47-302	39.64	39.64	Utility Service, Gas - Community Center
08/26	08/12/2026	13405	436	Enbridge Gas	7/2/26-8/4/26	10-48-302	7.16	7.16	Utility Service, Gas - Leased Property
08/26	08/12/2026	13405	436	Enbridge Gas	7/2/26-8/4/26	10-64-302	11.60	11.60	Utility Service, Gas - Parks
08/26	08/12/2026	13405	436	Enbridge Gas	7/2/26-8/4/26	10-40-302	19.82	19.82	Utility Service, Gas - Town Hall
08/26	08/12/2026	13405	436	Enbridge Gas	7/2/26-8/4/26	10-54-302	7.16	7.16	Utility Service, Gas - Town Shops
08/26	08/12/2026	13405	436	Enbridge Gas	7/2/26-8/4/26	50-41-302	6.75	6.75	Utility Service, Gas - Water Treatment Plant
Total 13405:							92.13		
13406									
08/26	08/12/2026	13406	343	Fuel Network	FZ701E0088	10-54-502	85.66	85.66	State Fuel purchases
Total 13406:							85.66		
13407									
08/26	08/12/2026	13407	224	MARC	0884859-IN	10-54-502	202.29	202.29	Wasp and Hornet Spray
Total 13407:							202.29		
13408									
08/26	08/12/2026	13408	246	Pack Attack Lawn Care	13794	10-66-601	2,825.30	2,825.30	Cemetery Sprinkler Repairs
08/26	08/12/2026	13408	246	Pack Attack Lawn Care	13795	10-64-601	3,873.14	3,873.14	Park & Soccer Field Mowing
08/26	08/12/2026	13408	246	Pack Attack Lawn Care	13796	10-40-601	582.22	582.22	Town Cabin Mowing
08/26	08/12/2026	13408	246	Pack Attack Lawn Care	13797	10-40-601	638.70	638.70	Town Hall Mowing
Total 13408:							7,919.36		

Check Register - Huntsville - with Descriptions
Check Issue Dates: 8/1/2026 - 8/31/2026

GL Period	Check Issue Date	Check Number	Vendo Numbr	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
13409									
08/26	08/12/2026	13409	288	Sunrise Engineering	ARIV101494	50-41-803	4,289.50	4,289.50	Drawings and Bidding - Transmission Line
Total 13409:									
13410									
08/26	08/12/2026	13410	296	Thom Summers & Sons Excavatin	2807	50-41-601	976.50	976.50	Asphalt Repair 374 S 7400 E
08/26	08/12/2026	13410	296	Thom Summers & Sons Excavatin	2804	50-41-601	4,000.00	4,000.00	New Water Connection - 7007 E 100 S
08/26	08/12/2026	13410	296	Thom Summers & Sons Excavatin	2802	50-41-601	9,663.84	9,663.84	water line repairs - 1800 S
08/26	08/12/2026	13410	296	Thom Summers & Sons Excavatin	2803	50-41-601	5,517.08	5,517.08	water line repairs - 1800 S
Total 13410:									
13411									
08/26	08/12/2026	13411	380	Traffic Safety Rentals Inc	J0071851	10-54-502	2,334.20	2,334.20	Message Board Rental
Total 13411:									
13412									
08/26	08/12/2026	13412	341	Zions Bank*	INTEREST 9/	50-41-702	5,384.80	5,384.80	Interest on Water Loan 0001010000328514
Total 13412:									
13413									
08/26	08/26/2026	13413	518	A-1 Pumping, Inc	17422	10-48-602	450.00-	450.00-	History Bldg Septic Pump
08/26	08/26/2026	13413	518	A-1 Pumping, Inc	17422	10-48-602	450.00	450.00	History Bldg Septic Pump
Total 13413:									
13414									
08/26	08/26/2026	13414	518	A-1 Pumping, Inc	17422	10-48-602	450.00	450.00	History Bldg Septic Pump
08/26	08/26/2026	13414	350	Cathy Stoker	REIMBURSE	10-66-501	22.71	22.71	Reimburse Mailing Envelopes
08/26	08/26/2026	13414	350	Cathy Stoker	REIMBURSE	10-66-501	22.71-	22.71-	Reimburse Mailing Envelopes
08/26	08/26/2026	13414	350	Cathy Stoker	REIMBURSE	10-66-501	104.88	104.88	Reimburse Printer Cartridge
08/26	08/26/2026	13414	350	Cathy Stoker	REIMBURSE	10-66-501	104.88-	104.88-	Reimburse Printer Cartridge
Total 13414:									
								450.00	

GL Period	Check Issue Date	Check Number	Vendo Numb	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
13415									
08/26	08/26/2026	13415	142	Core & Main LP	Z521782	10-48-602	1,097.14-	1,097.14-	V History Bldg Repair Parts
08/26	08/26/2026	13415	142	Core & Main LP	Z521782	10-48-602	1,097.14	1,097.14	V History Bldg Repair Parts
08/26	08/26/2026	13415	350	Cathy Stoker	REIMBURSE	10-66-501	22.71	22.71	V Reimburse Mailing Envelopes
08/26	08/26/2026	13415	350	Cathy Stoker	REIMBURSE	10-66-501	104.88	104.88	V Reimburse Printer Cartridge
Total 13415:								127.59	
13416									
08/26	08/26/2026	13416	142	Core & Main LP	Z521782	10-48-602	1,097.14	1,097.14	V History Bldg Repair Parts
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	50-14-104	51,560.06-	51,560.06-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	50-14-104	51,560.06	51,560.06	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-101	1,939.78	1,939.78	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-101	1,939.78-	1,939.78-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-102	148.39	148.39	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-102	148.39-	148.39-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-501	1,286.50	1,286.50	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-501	1,286.50-	1,286.50-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-502	2,506.05	2,506.05	V June 30, 2026 Reconciliation
08/26	08/26/2026	13416	189	Huntsville Waterworks Corp	6/30/26	10-80-502	2,506.05-	2,506.05-	V June 30, 2026 Reconciliation
Total 13416:								1,097.14	
13417									
08/26	08/26/2026	13417	189	Huntsville Waterworks Corp	6/30/26	50-14-104	51,560.06	51,560.06	V June 30, 2026 Reconciliation
08/26	08/26/2026	13417	189	Huntsville Waterworks Corp	6/30/26	10-80-101	1,939.78-	1,939.78-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13417	189	Huntsville Waterworks Corp	6/30/26	10-80-102	148.39-	148.39-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13417	189	Huntsville Waterworks Corp	6/30/26	10-80-501	1,286.50-	1,286.50-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13417	189	Huntsville Waterworks Corp	6/30/26	10-80-502	2,506.05-	2,506.05-	V June 30, 2026 Reconciliation
08/26	08/26/2026	13417	216	Les Olson Company	MNST0772	10-40-501	128.65-	128.65-	V MS Office 365
08/26	08/26/2026	13417	216	Les Olson Company	MNST0772	10-40-501	128.65	128.65	V MS Office 365
08/26	08/26/2026	13417	216	Les Olson Company	CAB224480	10-40-501	1,765.00-	1,765.00-	V Verkada Camera and 5 yr license
08/26	08/26/2026	13417	216	Les Olson Company	CAB224480	10-40-501	1,765.00	1,765.00	V Verkada Camera and 5 yr license
Total 13417:								45,679.34	
13418									
08/26	08/26/2026	13418	260	Rise Broadband	STMT 8/1/22	50-41-304	50.00-	50.00-	V Internet Water Treatment Plant
08/26	08/26/2026	13418	260	Rise Broadband	STMT 8/1/22	50-41-304	50.00	50.00	V Internet Water Treatment Plant

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendo Num	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
08/26	08/26/2026	13418	216	Les Olson Company	MNST0772	10-40-501	128.65	128.65	MS Office 365
08/26	08/26/2026	13418	216	Les Olson Company	CAB224480	10-40-501	1,765.00	1,765.00	Verkada Camera and 5 yr license
Total 13418:								1,893.65	
13419									
08/26	08/26/2026	13419	260	Rise Broadband	STMT 8/1/22	50-41-304	50.00	50.00	Internet Water Treatment Plant
08/26	08/26/2026	13419	337	William M. Morris, PC	STMT 8/1/26	10-40-206	1,312.50-	1,312.50-	Legal Services
08/26	08/26/2026	13419	337	William M. Morris, PC	STMT 8/1/26	10-40-206	1,312.50	1,312.50	Legal Services
Total 13419:								50.00	
13420									
08/26	08/26/2026	13420	337	William M. Morris, PC	STMT 8/1/26	10-40-206	1,312.50	1,312.50	Legal Services
Total 13420:								1,312.50	
Grand Totals:								121,584.53	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20101	16,642.32	35,484.05-	18,841.73-
10-39-402	50.00	.00	50.00
10-40-206	7,625.00	1,312.50-	6,312.50
10-40-302	19.82	.00	19.82
10-40-304	60.00	.00	60.00
10-40-501	3,787.30	1,893.65-	1,893.65
10-40-504	97.50	.00	97.50
10-40-601	1,220.92	.00	1,220.92
10-46-404	3,240.00	.00	3,240.00
10-47-302	39.64	.00	39.64
10-47-502	127.79	.00	127.79
10-48-302	7.16	.00	7.16
10-48-602	3,094.28	1,547.14-	1,547.14
10-54-302	7.16	.00	7.16

GL Account	Debit	Credit	Proof
10-54-303	217.24	.00	217.24
10-54-502	2,794.08	.00	2,794.08
10-54-604	47.66	.00	47.66
10-64-302	11.60	.00	11.60
10-64-502	47.82	.00	47.82
10-64-601	3,873.14	.00	3,873.14
10-66-501	255.18	127.59	127.59
10-66-502	154.74	.00	154.74
10-66-601	2,825.30	.00	2,825.30
10-80-101	1,939.78	3,879.56	1,939.78
10-80-102	148.39	296.78	148.39
10-80-501	1,286.50	2,573.00	1,286.50
10-80-502	2,506.05	5,012.10	2,506.05
30-20101	.00	7,805.00	7,805.00
30-42-805	7,805.00	.00	7,805.00
40-20101	600.00	1,992.08	1,392.08
40-44-305	817.08	.00	817.08
40-44-502	1,175.00	600.00	575.00
50-14104	103,120.12	51,560.06	51,560.06
50-20101	51,610.06	145,155.78	93,545.72
50-41-302	6.75	.00	6.75
50-41-304	100.00	50.00	50.00
50-41-305	6,761.50	.00	6,761.50
50-41-502	2,515.69	.00	2,515.69
50-41-601	20,157.42	.00	20,157.42
50-41-702	5,384.80	.00	5,384.80
50-41-803	7,109.50	.00	7,109.50
Grand Totals:	259,289.29	259,289.29	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"