

WORK SESSION – TUESDAY MAY 2, 2023

Minutes of the Huntsville Town Council work session held at the Huntsville Town Maintenance Building Office, 165 South 7500 East, 6:10 p.m.

The work session was scheduled prior to the regular meeting to discuss an amended budget for FY 2023 and FY 2024 budget.

Attending: TC Members Sandy Hunter, Bruce Ahlstrom, Mayor Sorensen, Beckki Endicott – Clerk, Lt. from Sheriff's office, Ron Gault, and Michelle Lyman

Mayor Sorensen called the meeting to order. Sheree Evans, treasurer joined the Town Council in reviewing the budget for FY2023. Please see attachments.

There are some additional requests from the capitol fund for air conditioning in the Town Offices and History Office. There are also additional supplies and equipment needed for the park, for example new toilet paper holders.

Ron Gault attended to address some of the budget issues for FY2023 and FY2024. He stated the water committee would like to propose and increase in the water fee of \$5 per resident per month to cover services for Thom Summers, a contract the Town Council is considering. Steve Benjamin does not want to take on the position of DRC, designated responsible charge. He has the lowest level of training for this position. Steve Benjamin would like to keep working for the town. Angie is the water operator for the Town and has the highest level of training. She would also need a pay raise in order to meet the pay she is receiving from other cities. This would probably be around a \$5-6 a pay raise. Ron Gault is suggesting that Thom Summers take over the DRC position and be on call 24/7, run the cross-connection programs, respond to leaks, etc. Huntsville Town would continue to pay Thom Summers for the services that he has provided in the past and this would include water leaks and materials. Thom Summers would now bill a retainer of \$1500 a month to be on call to respond to calls.

Gary Probasco has also expressed that he would like to retire from the water services. Thom Summers would take the workload.

TC Artie Powell joined the meeting at 6:30 p.m.

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

Meeting adjourned at 6:47 p.m.



Beckki Endicott, Huntsville Town Clerk

TC - Amended Budget Worksheet		4/24/2023		Proposed		
Account Number	Account Title	YTD Actual FY2023	Budget FY2023	Amend Budget	Amended Variance	Notes
21114	Liability - Unearned Revenue	71,789.59				Sage Bond
GENERAL FUND - REVENUE						
10-30-100	General Property Tax	96,972.96	104,000.00	104,000.00	-	
10-30-102	Prior Year Delinquent Tax	5,645.54	3,300.00	6,000.00	2,700.00	
10-30-103	Fee in Lieu of Property Tax	2,209.48	3,400.00	2,500.00	(900.00)	
10-31-100	General Sales & Use Tax	137,183.58	125,000.00	170,000.00	45,000.00	
10-31-103	Highway Translt Tax	13,128.62	12,000.00	16,000.00	4,000.00	
10-31-104	Telecommunication Tax	2,267.11	2,200.00	2,500.00	300.00	
10-31-105	Transient Room Tax	13,896.33	-	18,000.00	18,000.00	new tax this year
10-32-200	Business Licenses and permits	3,559.40	6,000.00	4,000.00	(2,000.00)	
10-32-201	Other Licenses/Permits	-	300.00	-	(300.00)	
10-32-202	Excavation Permit Fee	75.00	600.00	200.00	(400.00)	
10-32-203	Building - Permits	33,495.32	75,000.00	50,000.00	(25,000.00)	
10-33-301	Federal Grants	-	-	-	-	
10-33-302	State Grants (ARPA)	-	-	-	-	
10-33-303	Local Grants (Ramp)	5,000.00	2,000.00	5,000.00	3,000.00	
10-33-304	B & C Road Funds	46,418.05	45,000.00	58,000.00	13,000.00	
10-34-400	Building Inspection Fees	3,831.34	6,000.00	4,500.00	(1,500.00)	
10-34-401	Building Impact Fees	-	500.00	-	(500.00)	
10-34-402	Zoning & Subdvlslon Fees	300.00	7,000.00	500.00	(6,500.00)	
10-34-403	Miscellaneous Fees	-	100.00	-	(100.00)	
10-34-404	Landfill Fees	230.00	750.00	400.00	(350.00)	
10-34-405	History Dept Fees	-	50.00	-	(50.00)	
10-34-406	First Street Toll Fee	69,793.25	70,000.00	70,000.00	-	
10-501	Court Fines	10,489.29	12,000.00	12,000.00	-	
10-36-601	Interest earnings	40,666.97	3,000.00	50,000.00	47,000.00	**
10-36-606	Rentals - leased property	-	-	-	-	
10-36-607	Contributions	112.10	-	110.00	110.00	(Gary - Recycling)
10-37-703	Gain on Sale of Fixed Assets	800.00	-	800.00	800.00	(Snow Blower)
10-38-402	Cemetery Burial Permits	10,225.00	8,000.00	12,000.00	4,000.00	
10-38-404	Cemetery Plot Sales	18,775.00	15,000.00	22,000.00	7,000.00	
10-38-405	Cemetery Perpetual Care	28,675.00	-	-	-	
10-38-601	Interest Earnings-Cem Perp Care	8,450.71	-	-	-	
10-39-402	Park Fees	5,578.60	5,000.00	6,500.00	1,500.00	
10-39-603	Park Donations	12,692.54	2,000.00	14,000.00	12,000.00	**
	Total Revenue Budgeted		508,200.00	629,010.00		
	Beg. General Fund Bal. to be Appropriated		19,095.00	(69,665.00)		
TOTAL GENERAL FUND REVENUE		570,471.19	527,295.00	559,345.00		

GENERAL FUND EXPENDITURES

10-101	Wages - Administration	47,011.75	76,000.00	64,000.00	(12,000.00)	
10-40-102	Payroll Tax Expense - All	3,596.35	8,000.00	5,000.00	(3,000.00)	
10-40-200	Administration - general	7,397.07	8,000.00	9,000.00	1,000.00	
10-40-201	Professional Services	99,974.56	122,000.00	130,000.00	8,000.00	Legal, Auditor, Sheriff, Animal
10-40-203	Insurance	19,478.20	25,000.00	26,000.00	1,000.00	
10-40-204	Advertising / Public Notices	-	-	-	-	
10-40-205	Awards and Promotions	6,060.35	2,500.00	6,500.00	4,000.00	
10-40-209	Travel, Education, Training	1,658.36	2,200.00	2,200.00	-	
10-40-210	Bank Charges	20.00	100.00	100.00	-	
10-40-301	Utilities-Town Hall Water	609.50	800.00	820.00	20.00	
10-40-302	Utilities-Town Hall Natural Ga	544.70	450.00	750.00	300.00	
10-40-303	Utilities-Town Hall Electricit	205.65	600.00	300.00	(300.00)	
10-40-304	Utilities-Town Hall Telecom	1,250.92	1,500.00	1,600.00	100.00	
10-40-500	Supplies/Materials	455.35	100.00	600.00	500.00	Graphics for Town Office, History Center
10-40-501	Office Supplies	10,702.29	17,000.00	16,000.00	(1,000.00)	Caselle, Dynaquest, iWork, Elections
10-40-502	Operating Supplies	2,743.50	3,000.00	3,500.00	500.00	Storage Unit
10-40-504	Books, Pub, Subscriptions	565.95	250.00	600.00	350.00	Website
10-40-601	Repair/Maintenance - Property	2,241.29	2,200.00	3,000.00	800.00	**Pack Attack \$2091
10-40-602	Repair/Maintenance - Building	-	1,000.00	3,500.00	2,500.00	Air conditioning
10-40-604	Repair/Maintenance - Machine &	-	-	-	-	
10-40-801	Cares - Weber County	-	-	-	-	
10-46-402	State Surcharge-Building Permi	171.67	250.00	250.00	-	
10-46-403	Building Inspection expense	16,739.26	20,000.00	23,000.00	3,000.00	Sunrise
10-46-404	Planning & Zoning expense	163.96	25,000.00	1,000.00	(24,000.00)	Sunrise
10-48-302	Utilities - Leased Property Nat Gas	-	-	-	-	
10-48-303	Utilities - Leased Property Electric	-	-	-	-	
10-50-301	Utilities-History Water	450.00	650.00	650.00	-	
10-50-302	Utilities-History Natural Gas	520.53	400.00	700.00	300.00	
10-50-303	Utilities-History Electricity	158.13	200.00	200.00	-	
10-50-304	Utilities-History Telecom	192.78	420.00	300.00	(120.00)	
10-50-500	Materials History Museum	841.93	500.00	1,000.00	500.00	Copier
10-50-602	Repair/Maintenance - Building History Ctr	1,163.00	-	4,700.00	4,700.00	Windows, Air
10-54-101	Wages - Roads	16,482.36	19,000.00	22,000.00	3,000.00	
10-54-102	Payroll Tax Expense - Roads	1,260.90	1,450.00	1,700.00	250.00	
10-54-301	Utilities - Roads Water	450.00	600.00	600.00	-	
10-54-302	Utilities - Roads Natural Gas	3,393.09	1,800.00	4,200.00	2,400.00	
10-54-303	Utilities - Roads Electricity	2,525.81	2,500.00	3,300.00	800.00	
10-54-501	Office Supplies - Roads	-	-	-	-	
10-54-502	Operating Supplies - Roads	14,909.65	7,000.00	20,000.00	13,000.00	
10-54-505	Road Repair Material	46,640.00	70,000.00	70,000.00	-	
10-54-602	Repair/Mtnce Bldgs - Road	-	1,000.00	3,500.00	2,500.00	Air conditioning
10-54-604	Repair/Mtnce Mach/Equip - Road	2,843.02	4,000.00	4,000.00	-	
10-54-805	Capital-Machinery/Equip Roads	-	-	-	-	
10-59-102	Payroll Tax Expense - Water	-	-	-	-	
10-59-209	Water - Travel, Education	-	-	-	-	
10-64-101	Wages - Parks	9,885.41	13,000.00	13,000.00	-	
10-64-102	Payroll Tax Expense - Parks	756.26	975.00	975.00	-	
10-64-301	Utilities - Parks Water	3,578.75	6,000.00	5,500.00	(500.00)	
10-64-302	Utilities - Parks Natural Gas	583.24	550.00	750.00	200.00	
10-64-303	Utilities - Parks Electricity	1,488.97	1,950.00	2,000.00	50.00	
10-64-502	Operating Supplies - Parks	6,600.12	5,000.00	7,500.00	2,500.00	**Pesticides
10-64-601	Repair/Maintenance - Parks Pro	48,201.30	33,000.00	61,000.00	28,000.00	Tree Removal/Pack Attack
-805	Capital Outlay-Parks Equip	700.00	8,000.00	1,000.00	(7,000.00)	Sign - Pickleball Court
10-66-101	Wages - Cemetery	9,532.39	14,000.00	13,000.00	(1,000.00)	
10-66-102	Payroll Tax Expense - Cemetery	729.23	1,100.00	1,050.00	(50.00)	

10-66-301	Utilities - Cemetery Water	450.00	1,400.00	800.00	(600.00)	
10-66-303	Utilities - Cemetery Electric	945.46	1,300.00	1,300.00	-	
10-66-501	Office Supplies - Cemetery	-	-	-	-	
10-66-502	Operating Supplies-Cemetery	3,843.57	1,500.00	4,500.00	3,000.00	Cardon Farms - equip rental
10-66-601	Repair/Maintenance - Cemetery	6,422.43	10,000.00	10,000.00	-	**Pack Attack \$9140

10-67-101	Wages - Landfill	898.00	2,800.00	1,500.00	(1,300.00)	
10-67-102	Payroll Tax Expense - Landfill	68.70	250.00	100.00	(150.00)	
10-67-502	Operating Supplies-Landfill	47.41	300.00	100.00	(200.00)	
10-67-601	Repair/Mtnce-Landfill Prop	-	600.00	600.00	-	Weed Killer
10-67-604	Rep/Mtnce-Landfill Mach/Equip	-	100.00	100.00	-	

10-80-101	Wages - Secondary Water	(2,127.55)	-	-	-	
10-80-102	Payroll Tax Expense - Secondar	(162.78)	-	-	-	
10-80-501	Office Supplies-Secondary Wate	(87.50)	-	-	-	
10-80-502	Operating Supplies - Secondary Water	209.11	-	-	-	Secondary Water Co will pay
10-80-606	Repair/Mtnce-Secondary Propert	2,227.88	-	-	-	Secondary Water Expense

TOTAL GENERAL FUND EXPENDITURES		408,212.28	527,295.00	559,345.00		
NET TOTAL GENERAL FUND		162,258.91				

CAPITAL PROJECTS FUND

30-301	Federal Capital Grants	-	220,000.00	220,000.00	-	CDBG - apply for extension
30-33-302	State Capital Grants	-	-	-	-	
30-33-303	Local Capital Grants - Ramp	-	40,000.00	640,000.00	600,000.00	OVP, Ramp (\$640,000)
	Donation (marathon)	-	-	-	-	
30-36-601	Interest Earnings	138.10	400.00	1,000.00	600.00	
30-36-603	Misc Donatons	350,000.00	-	400,000.00	400,000.00	** Town Hall - Donation
30-37-703	Sale of Fixed Assets	-	1,000,000.00	-	(1,000,000.00)	make zero
. CAPITAL FUND REVENUE		350,138.10	1,260,400.00	1,261,000.00	600.00	

30-42-802	Capital Outlays-Buildings	30,825.00	1,000,000.00	1,000,000.00	-	Town Hall Building
30-42-803	Capital Outlays-Infrastructure	17,734.50	10,000.00	20,000.00	10,000.00	Intersection, Concrete
30-42-805	Capital Outlays-Machinery/Equi	-	-	-	-	
30-42-806	Capital Outlay-Software	2,657.74	2,500.00	3,000.00	500.00	Computer (Shannon, Beckki)
30-42-807	Capital Outlays-Other	6,186.51	-	20,000.00	20,000.00	New Trees
30-99-999	Reconciliation Discrepances	-	-	-	-	
TOTAL CAPITAL FUND EXPENDITURES		57,403.75	1,012,500.00	1,043,000.00	30,500.00	

NET TOTAL CAPITAL FUND

292,734.35	247,900.00	218,000.00	(29,900.00)
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JULY 4TH FUND

40-34-402	Fees	646.05	-	650.00	650.00	
40-34-404	Concessions	2,052.28	1,000.00	2,060.00	1,060.00	
40-36-601	Interest Earnings	-	100.00	-	(100.00)	
40-36-603	Donations	5,000.00	7,000.00	5,000.00	(2,000.00)	Zions Bank, Ramp
JULY 4TH REVENUE		7,698.33	8,100.00	7,710.00	(390.00)	

40-44-101	Wages - July 4th	197.75	500.00	200.00	(300.00)	
40-44-102	PR tax - July 4th	15.13	40.00	16.00	(24.00)	
40-44-205	Awards & Promotions	49.99	150.00	50.00	(100.00)	
40-44-305	Waste & Disposal	1,766.00	1,800.00	1,800.00	-	
40-44-402	Sales Tax Expense	138.64	100.00	140.00	40.00	
40-44-502	License and Permits	-	-	-	-	
40-44-502	Operating Supplies	3,197.45	2,400.00	3,200.00	800.00	
40-44-503	Food and Entertainment	12,225.27	9,000.00	12,250.00	3,250.00	**will provide additional 1k for 2023
JULY 4TH EXPENSE		17,590.23	13,990.00	17,656.00	3,666.00	

NET JULY 4TH FUND

(9,891.90)	(5,890.00)	(9,946.00)	(4,056.00)
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WATER FUND						
50-33-302	State Grants -	-	37,990.00	-	(37,990.00)	
50-33-303	ARPA Grant	37,990.50		37,990.00	37,990.00	
50-34-201	Water Connection Fees	(20,000.00)	80,000.00	10,000.00	(70,000.00)	Refund Sage 1 lot, no new connections
50-34-204	Water Meter Fees	-	1,000.00	1,000.00	-	
50-34-404	Waste Service, Est 4.5k per mth	48,294.84	55,000.00	62,000.00	7,000.00	raised rate
50-34-405	Water Service, Est 20k per mth	201,024.43	240,000.00	250,000.00	10,000.00	
50-35-506	Penalties and Interest, Est \$90 per mth	780.76	800.00	900.00	100.00	
50-36-600	Miscellaneous Revenue	628.50	250.00	650.00	400.00	
50-36-601	Interest Earnings	16,841.54	1,200.00	21,000.00	19,800.00	
50-36-999	Developers Contribution	-	-	-	-	
Water Revenue		285,560.57	416,240.00	383,540.00	(32,700.00)	
50-41-101	Wages Water	22,529.80	35,000.00	32,000.00	(3,000.00)	
50-41-102	PR Taxes Water	1,723.60	2,700.00	2,500.00	(200.00)	
50-41-201	Professional Services	10,505.89	12,000.00	17,000.00	5,000.00	
50-41-202	Technical Services	1,318.00	1,000.00	1,700.00	700.00	
50-41-204	Advertising/Public Notices	-	50.00	-	(50.00)	
50-41-209	Travel, Education, Training	824.73	900.00	900.00	-	Rural Water Assoc
50-41-210	Bank Charges	-	-	-	-	
50-41-300	Utility Service - hook up	-	-	-	-	
50-41-302	Utilities-Natural Gas	1,810.06	1,250.00	2,400.00	1,150.00	
50-41-303	Utilities-Electricity	1,971.22	2,800.00	2,800.00	-	
50-41-304	Utilities-Telecommunication	1,430.62	1,750.00	1,850.00	100.00	
50-41-305	Waste and Disposal, Est 4k per mth	45,629.81	48,000.00	60,000.00	12,000.00	
50-41-306	Water Rights/Shares	10,358.05	20,000.00	15,000.00	(5,000.00)	Weber Basin Water
50-41-501	Office Supplies	1,788.33	5,000.00	2,500.00	(2,500.00)	Caselle, Esri \$2,150
50-41-502	Operating Supplies	6,549.62	10,000.00	10,000.00	-	
50-41-504	Books, Pub, Subscriptions	3,100.00	1,800.00	3,500.00	1,700.00	Meterworks, GPS - Annual Sub
50-41-601	Repair/Mtnce Grounds	47,275.09	75,000.00	75,000.00	-	ARPA Expenses, Misc water leaks
50-41-604	Repair/Mtnce Machinery/Equip	-	100.00	100.00	-	
50-41-702	Debt Service Interest Expense	16,992.60	17,000.00	17,000.00	-	Interest Pymt \$8496.30 *2
50-41-703	Debt Service Fees	-	56,000.00	-	(56,000.00)	post to 50-21-104 - remove from budget
50-41-800	Depreciation	-	240,000.00	240,000.00	-	
50-41-803	Infrastructure Capital Expense -	11,256.31	5,000.00	25,000.00	20,000.00	ARPA Expenses - Aqua, Moke
Water Expense		185,063.73	535,350.00	509,250.00	(26,100.00)	
NET WATER FUND		100,496.84	(119,110.00)	(125,710.00)		

CEMETERY PERPETUAL CARE FUND		
70-36-601	Interest Earnings	1,232.00
70-38-202	Burial Permits	7,000.00
70-38-404	Cemetery Plot Sales	27,862.00
NET CEMETERY PERPETUAL CARE FUND		36,094.00