



**Laketown Town Council
Council Meeting Minutes
March 4, 2026
Laketown City Office
10 North 200 East Laketown, Utah**

1. CALL TO ORDER

The Laketown Town Council held their regularly scheduled meeting on Wednesday, March 4, 2026. This meeting was held at the Laketown City Office Building, located at 10 North 200 East, Laketown, Utah. Mayor Brandon Willis welcomed those in attendance and called the meeting to order at 6:00 PM.

Town Council Present:

Mayor Brandon Willis
Council Member Burdette Weston
Council Member Kris Hodges
Council Member Kirsten Gash
Council Member Denise Johnson

2. OPENING CEREMONY

CM Weston conducted the opening ceremony and CM Gash led the pledge of allegiance

3. ROLL CALL

Mayor Willis asked for a roll call from the council present:

Brandon Willis
Burdette Weston
Denise Johnson
Kris Hodges
Delora Wight
Lisa Johnson

OTHERS PRESENT

Duane Robinson
Heidi Hodges & daughter
Hal Weston
Beau & Alecia Dean
Shelton Taylor

Travis Hobbs
Dallin Willis
Gary Mckee
Jeff Brimhall
Scott Archibald (zoom)

Max Massey (zoom)
Luke Sobey (zoom)
Chan (zoom)
Lisa Jolley

4. APPROVAL OF AGENDA

Mayor Willis asked for motion to approve the agenda with the following changes: 1) In the heading change from February to March 2) add purchasing a plow truck discussion under Roads & Streets



Updates, and 3) Increase tractor lease cost discussion under Park & Recreation Updates. CM Weston made the motion with these additions to the agenda and was seconded by CM Gash. The motion carried unanimously.

5. APPROVAL OF THE MINUTES

Mayor Willis asked for a motion to approve the minutes of February 4, 2026, from the Town Council meeting and Executive meeting as they have been presented. CM Hodges made the motion and seconded by CM Gash. Motion passed unanimously.

Mayor Willis asked for a motion to approve the minutes of February 23, 2026, from the Town Council Work meeting and Executive meeting as they have been presented. CM Johnson made the motion and seconded by CM Gash. Motion passed unanimously.

6. BUDGET REVIEW

No Comments

7. APPROVAL OF BILLS

February bills and payments were passed around for the Council's review and initials. Mayor Willis asked for a motion to approve the February bills. CM Hodges made the motion and seconded by CM Johnson. The motion passed unanimously.

8. ACTIVITY COMMITTEE REPORT – HEIDI HODGES

Heidi reported that the Annual Laketown Easter Egg Hunt will be held on Friday April 3 at the Rich Middle School Football field, depending on weather conditions. Easter egg hunt is for all ages; they will have a special scavenger hunt for teenagers.

CM Weston asked Heidi if the Activity Committee would be interested in doing the concession stand if the rodeo arena is rented for a demolition derby or other events. She will check with her committee.

9. UPDATES FROM CLERK'S OFFICE (Lisa)

Building Permit Report

No building permits issued in February

2026-27 Fiscal Year Budget

Lisa reminded council to be working on their individual budgets for the next fiscal year

Authorized vacation days/sick days/Holiday Days/ Comp time pay for the year for Lisa

Since there is a new Mayor, Lisa just wanted to go over the vacation/sick/holiday and comp days as they were approved by the previous Mayor. Mayor Willis agreed to continue with the same agreement.

Office closure dates in April

April 6-10, 2026, and April 22, 2026



Xpress Bill Pay/Credit Card payment information

Lisa presented two options for credit card payments through Xpress Bill Pay. The first option allows customers to set up accounts, enroll in automatic payments and view their account balances. This option has a setup cost of \$1500 and a monthly maintenance fee of \$100.

The second option provides a simpler service, allowing customers to make online payments only. With this option customers would need to enter the amount they wish to pay each time. This option has a one-time setup cost of \$500 and a monthly maintenance fee of \$35.

Under both options, customers would be responsible for any applicable finance charges Fees for Insufficient Funds would initially be charged to the town; however, the town currently charges \$25 for all returned checks, this would offset any additional insufficient funds fees charged to the town.

The council requested additional time to review both options

ACTION ITEM: Next month's agenda item

***The Town Council will not begin discussion on the following agenda items before
6:30 PM***

Time: 6:30 PM

10. SCOTT ARCHIBALD/SUNRISE ENGINEERING - Water System Updates

Scott appeared via zoom. Scott presented an overview of Laketown's water system, highlighting its current state and future needs. He explained the system's components, including water rights, sources, storage, distribution and treatment. He reviewed possible culinary well locations: one by the cemetery and a second site near the chlorine plant at mouth of canyon.

11. QUESTIONS AND COMMENTS FOR MAYOR AND COUNCIL:

Any person wishing to comment on any item, not otherwise on the agenda, may address the town council at this point by addressing the mayor and town council and giving his or her name and address for the record. Comments should be limited to not more than three (3) minutes, unless additional time is authorized by the mayor. Citizen groups will be asked to appoint a spokesperson. This is the time and place for any person who wishes to comment on non-agenda items. Some items brought forward to the attention of the town council will be turned over to the clerk to provide a response outside of the town council meeting.

Shelton Taylor asked how he could see an agenda for the council meeting. The agenda is posted on the Public Notice Website, on the town bulletin board outside the office, at the post office and on the window at Dee's Super Service Gas Station. If he would like a copy Lisa can make him a copy.

12. PLANNING & ZONING COMMISSION REPORT- Duane Robinson

Duane requested that the current clearance form be updated and that the Mayor and Town council names be removed, therefore it won't need to be changed when council membership changes

Action Item: Lisa will update the clearance form

Duane presented Beau & Alecia Dean's Clearance Form as approved by the P&Z Committee.

They will be drilling a well for the water source. No water impact fee or new hook up fee will be assessed.

Mayor Willis asked for a motion to approve the clearance form as presented. The motion was made by CM Weston and seconded by CM Johnson. The motion passed unanimously.



Duane presented Dallin & Talyn Willis's Clearance Form as approved by the P&Z Committee. The lot has an existing water hookup that is currently turned off. The Willis's will only need to pay the town's water turn-on fee at the time they connect to the municipal water system. Mayor Willis asked for a motion to approve the clearance form as presented. The motion was made by CM Gash and seconded by CM Johnson. The motion passed unanimously.

Duane presented Matt & Lisa Jolley's Clearance Form as approved by the P&Z Committee. The lot will be connected to the town water system. The Town Council has agreed that a building permit may be issued without payment of the water impact fee and the fee in lieu of a water right until the ordinance addressing these fees is passed at the April Town Council meeting. These fees will be required to be paid once the ordinance is adopted. Mayor Willis asked for a motion to approve the clearance form as presented. The motion was made by CM Weston and seconded by CM Johnson. The motion passed unanimously.

Duane presented Remodel of the Laketown Pavillion Clearance Form as approved by the P&Z Committee. Mayor Willis asked for a motion to approve the clearance form as presented. The motion was made by CM Johnson and seconded by CM Hodges. The motion passed unanimously.

Duane presented a boundary adjustment for Hal Weston and a minor subdivision for the Joe Weston subdivision as approved by the P&Z Committee. No vote needed, Duane was just sharing with the council. Discussion on the fence line as it sits currently is in the town right-of-way.

Mayor Willis discussed with Duane upcoming public hearings that will need to be held at the next P&Z meeting.

13. ITEMS OF BUSINESS

a. Business License Application – Benchmark Survey's LLC /Shelton Taylor

Mayor Willis asked for a motion to approve the Business License for Benchmark Surveys. CM Hodges made the motion and seconded by CM Gash. Motion passed unanimously.

Mr. Taylor will get a check for the business license fee to Lisa on Monday. License will not be issued until payment is received.

b. Resolution 2026-01 Pledging Town Council support in applying for FY27 community Project Funding (CPF)

Mayor Willis read the "Now Therefore" section of the resolution

Mayor Willis asked for a motion to approve this resolution. CM Weston made the motion and seconded by CM Hodges. Motion passed unanimously.



c. Démolition Derby information – Max Massey

Max asked what the Town will require regarding terms of the contracts and liability insurance coverage. Mayor Willis explained that this is the first event of this kind for the Town, and the Council is currently working on a Special Event Permit. Mayor Willis explained it would be a challenge to get the arena ready if an event is held on the 24th of July weekend. Max will stay in contact with Lisa regarding the progress of the Special Event Permit.

d. Travis Hobbs – Utah Wildland Urban Interface Code & Ordinance adoption

Travis presented a map for the town which shows the high-risk zones, based on structure exposure scores. He explained this is just a suggestion, town can adjust as they see fit. Discussion on how this will affect new homes, insurance, etc. Travis will adjust the map to reflect the council's recommendations. Travis will assist in updating the wildfire protection plan.

e. Ordinance 2026-01 Adopting the 2006 Utah Wildland Interface Code and Laketown Wildland-Urban Interface Map

Public hearing will need to be held with Planning & Zoning at their next meeting, Town Council will hold a public hearing at its regularly scheduled meeting on April 1
ACTION ITEM: Agenda item for next month

f. Josh Oldham/Gary Mckee – Waterline connection for Subdivision (loop line – Main St and 200 East)

Gary discussed the engineering and cost implications of installing a water line loop, through the subdivision he is developing. The cost would include both the expense for him to engineer the line and the cost for the city engineer to review the plans. He is proposing that the city engineer design the looped line, and that he would cover the associated engineering fees. Gary is concerned about the unknowns of the water line at a fire hydrant and connections towards the lake. Council was concerned about having one engineer design and review the plans.
ACTION ITEM: Agenda item for next month

g. Discussion on delaying the annual 3% increase in the water fee

Water base rate increased approximately two years ago. Mayor Willis proposed pausing the planned annual 3% water rate increase for this year. Due to current snow levels or lack of snow there is a possibility that the town will be asking residents to reduce water usage. Council discussed the current water rate and water allotment, and how the town compares to other towns.
ACTION ITEM: agenda item for next month, resolution one year pause on the 3% water rate increase

h. Discussion adding an attorney with general expertise

The town currently retains a land use attorney and a water attorney but needs a general attorney who can handle a broader range of legal matters for the town. Mayor Willis suggested Ken Brown,



an attorney based in the Ogden area as a potential candidate for the town's general attorney position, Mayor Willis will follow up and gather more information regarding this possibility.

14. COUNCIL BUSINESS

- **Water Updates – Burdette Weston**

Dan submitted water samples for Nitrate, pesticides and VOC testing as required by state law. Meters will be read on March 30th by Cody.

Discussion on the delinquent water bill list. CM Weston has spoken with a few on the list they will get payments in.

CM Weston and Jeff will work with Dan on the last chance water tank system and booster pumps and familiarizing them with the system

Bear River Health Department will no longer be doing the monthly sampling in Rich County.

We will need to either take our own samples over to Logan or coordinate with other systems in Rich County to take samples over each month

ACTION ITEM: next month's agenda, follow-up from CM Weston on how the water sampling will be handled

Jeff reported on items he had learned at the water conference he attended last week.

ACTION ITEM: agenda item for April- CM Weston to check with meter works if they can give us an overview of the meters and radio read meters

- **Roads & Streets Updates – Kirsten Gash**

CM Gash presented a detailed report on current road signs, conditions of each sign and the cost of replacing the signs. She had contacted three different outlets that supply road signs for price quotes. All were comparable. The council agreed to proceed with ordering replacement signs, pending budget approval.

Discussion on the possibility of purchasing a snow removal truck for next year. Council will continue researching options.

- **Park & Recreation Updates – Denise Johnson**

Ready to start working on remodel. Clearance form was approved, now CM Johnson will apply for the building permit. Porta potties have been ordered and will be delivered once construction starts. CM Johnson will look at different colors for siding.

Mayor Willis reported that Nick Wamsley with Valley Implement contacted him to inform the Town that the cost to lease the town tractor will increase significantly this year to \$4,800.

- **Rodeo & Arena Updates – Kris Hodges**

Kris will check the concession stand to see if something is drawing power.

Discussion on whether the council still wants to sponsor a saddle for the queen contest. It was decided the town would continue sponsoring the saddle. CM Weston will check with Rachel on the style of saddle and will get it ordered.

ACTION ITEM: CM Weston will order the saddle

Town of Laketown
PO Box 118
Laketown, Utah 84038
(435) 946.9000
clerk@laketown.utah.gov



Mayor Brandon Willis
Town Council Members:
Burdette Weston
Denise Johnson
Kris Hodges
Kirsten Gash

15. MAYOR'S REPORT

- **Bear Lake Regional Commission**
No meeting was held in February

- **Other Town Issues**

Council discussed the construction going on along Rodeo Road, and water line riser that was hit and damaged along this road. The road has been severally damaged by all the heavy equipment. The current homeowners on this road have been accessing their homes by going through the field. Mayor Willis will check to see if he could find someone to blade the road for the town

16. EXECUTIVE SESSION (if needed)

No executive session was held

17. ADJOURN

Mayor Willis asked for a motion to adjourn. CM Hodges made a motion to adjourn and seconded by CM Gash. Motion carried unanimously. The meeting was adjourned at 10:13 PM

