

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

**Laketown Town Council
Council Meeting Minutes and Public Hearing Minutes
April 1, 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, April 1, 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

OTHERS PRESENT:

Wendy Jo Jensen (Centra Com)	Talynn Willis	Dan Stringham
Shelton Taylor	Lisa Jolley	Nellie Brown
Vic Arnold	Dennis Hodges (P&Z)	Delora Wight (zoom)
Duane Robinson (P&Z)	Charee Larsen	
Thad Willis	Beau Dean	

2. OPENING CEREMONY

CM Hodges conducted the opening ceremony, and CM Johnson led the pledge of allegiance

3. ROLL CALL

Mayor Willis asked for a roll call of the council present:
Brandon Willis
Burdette Weston
Denise Johnson
Kris Hodges
Delora Wight
Lisa Johnson

Mayor Willis commented on the vandalism at the town park, a citizen placing speed bumps on a town road, a burning issue and the amount of time spent on the Willis building permit issue.



4. APPROVAL OF AGENDA

Mayor Willis noted Item # 5 Executive Session will not happen as Justin could not join the meeting this evening. Mayor Willis would also like to move the Item#17 the 2nd scheduled Executive Meeting before Item #16. Mayor Willis asked for motion. CM Weston made the motion to approve the agenda with the following changes listed above, motion 2nd by CM Gash. Motion carried unanimously

5. EXECUTIVE SESSION (IF NEEDED)

Executive session was not held

6. APPROVAL OF THE MINUTES

Mayor Willis asked for a motion. CM Gash made a motion to approve the minutes of March 4, 2026, Town Council meeting and Executive meeting as they have been presented. CM Johnson seconded. The motion passed unanimously.

7. BUDGET REVIEW

Lisa reviewed the budget with council.

8. APPROVAL OF BILLS

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

9. ACTIVITY COMMITTEE REPORT – HEIDI HODGES

TIME: 6:34 PM

Lisa Jolley gave the AC report for Heidi.

The AC will be hosting a movie night at the park this summer, popcorn will be provided

Last movie will be Lelo and Stitch; they will have a Hawaiian Luau and serve pulled pork

Lisa requested that while the Park Pavillion is under remodel, water lines and electrical lines be installed for the future splash pad, pickleball court and town sign. Although the AC is still finalizing plans for these projects they would like to complete portions of this work in conjunction with the pavilion remodel.

Discussion also included a frost free spicket and flood lights around the pavilion

Mayor Willis requested that the AC come to the town council work meeting and present their plan then and budget.

Work meeting was scheduled for April 16, 2026, at 7:00 PM

10. UPDATES FROM CLERK'S OFFICE (Lisa)

Lisa presented her report before Activity Committee, waiting for Lisa Jolley to arrive

Continued discussion on Xpress bill pay/credit card payment

Council approved using Xpress bill pay for credit card payments. We will start out with the least expensive option, reevaluating if necessary.

CM Weston made a motion to allow Mayor Willis to sign a contract with Xpress Bill pay. The motion was seconded by CM Hodges. The motion passed unanimously.

Utah League of Cities and Towns

Lisa presented the council with information on this organization

Updated Clearance form for Planning and Zoning

Lisa updated the clearance form for P&Z and wrote up a procedure check list for filing for building permits. She is just waiting for P&Z approval and comments on the changes.



Filing cabinet for Planning and Zoning

Lisa reported she has cleaned out a filing cabinet upstairs for P&Z and it is ready for them.

2026-27 Fiscal Year Budget

Lisa went over the budget worksheet and the changes that are suggested by her and the mayor. The budget will be discussed in depth at the work meeting scheduled for April 16, 2026

Office closure dates in April

April 6-10, 2026, Lisa will be out of town for the Clerks Conference

April 22, 2026, and May 4, 2026, Lisa will be out of town

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

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.

TIME: 6:43 PM

No one appeared to comment

The agenda items were moved up to accommodate those in attendance and waiting for a few on the agenda to arrive.

12. Items of Business

b. Town BBQ sponsored by Centra Com/Wendy Jo Jensen

Would like to provide a FREE BBQ for the town at the park: hot dogs, chips, drinks, Mayor will present a fiber of the community award to a selected community member who makes a difference in our community. FREE WIFI would be provided at the park. Centra Com will have information on their fiber internet and other services they provide. Wendy will reach out to Lisa on possible dates

14. Items of Business

e. Dallin & Talyn Willis – request for a variance on their building permit setbacks

Dallin is requesting a change in the setbacks of his building permit. Dallin proceeded with excavation for the foundation, but after digging, they realized the placement extended too far into the lot. He consulted the building inspector, who advised him to submit updated plans reflecting the new offsets. However, he was later informed by P&Z that such changes should have been reviewed and approved by their office first. In response, Dallin halted construction to address and resolve the issue. Dallin presented his setback changes to the P&Z at their March 25, 2026 regularly scheduled meeting: However his request for a modified setbacks was denied.

TIME: 6:53 PM Camera Froze, lost video and audio

Paused meeting to fix problem TIME: 7:03 PM have audio recording no video

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

Dallin read a letter from Ombuds regarding this issue. He clarified that currently Thad Willis remains the landowner, while he is currently building the home. Dallin stated that they followed the appropriate channels and relied on guidance from town officials therefore believe they should be able to move forward with the revised setbacks.

The mayor recognized Thad Willis and allowed him to speak on the matter. Thad inquired whether the Town would be taking any action on the issue during this meeting. Mayor stated the council will discuss the issue later in the meeting and hopefully have a conclusion to present to Dallin. Thad expressed appreciation to the council for their time and consideration and acknowledged that updating the code is part of the process.

Town Council Meeting was paused to hold the scheduled public hearings

PUBLIC HEARING #1

Ordinance 2026-01: An Ordinance amending Title 9 Building regulations of the Laketown Town Code, enacting Chapter 9.7 Wildland-Urban Interface Code, adopting by reference the 2006 Utah Wildland-Urban Interface Code: The purpose of this ordinance is, as required by Utah State Law, the town is to adopt the 2006 Utah Wildland-Urban Interface Code and Map

TIME: 7:09 PM

CM Gash made a motion to open public hearing for Ordinance 2026-01 motion 2nd by CM Weston. Motion passed unanimously.

Mayor Willis read the summary of this ordinance

Duane Robinson speaking on behalf of P&Z, expressed concerns about the Last Chance subdivision being located within the red zone and the impact this designation could have on construction costs in the area. After consulting with builders, he reported estimates indicating the building in the red zone could increase costs by approximately \$30,000 to \$50,000. Duane proposed he question "if a builder doesn't want to use the recommended building materials for the red zone, can they still issue a building permit?" No one had a definitive answer.

CM Hodges made a motion to close the hearing on Ordinance 2026-01, motion 2nd by CM Weston. Motion passed unanimously. Public Hearing closed at 7:13 PM.

PUBLIC HEARING #2

Ordinance 2026-02: An ordinance amending Title 8, Water Regulations, Chapter 8.1, Water Use and Service, Section 8.1.3, Fees and Rates of the Laketown Municipal Code: amending the Laketown Consolidated Fee Schedule, reducing residential water impact fees for individual residential connections.

The purpose of this ordinance is to lower the water impact fee for residential water connections (3/4" or 1") only.

TIME: 7:13 PM

CM Johnson made a motion to open the public hearing for Ordinance 2026-02, motion 2nd by CM Gash. Motion passed unanimously.

Mayor Willis read a summary of the ordinance.

Dan Stringham commented he thought this was a good idea. He supports this Ordinance.

CM Gash made a motion to close the public hearing for Ordinance 2026-02, motion 2nd by CM Johnson. Motion passed unanimously. Public Hearing was closed at 7:16 PM.



PUBLIC HEARING #3

Ordinance 2026-03: An Ordinance repealing Ordinance 2025-10 adopted January 7, 2026, regarding the restriction of new culinary wells within five hundred feet of an existing town water line where the town's water system is able to provide service to the property.

The purpose of this ordinance is to repeal a current ordinance prohibiting the drilling of wells within Laketown city limits.

TIME: 7:16 PM

CM Weston made a motion to open the public hearing for Ordinance 2026-03, motion 2nd by CM Hodges, motion passed unanimously.

Mayor Willis read a summary of Ordinance 2026-03.

Mayor Willis asked Duane Robinson Whether P&Z had received any public comments on this Ordinance that the council should be aware of. Duane reported that he no comments from P&Z Public Hearings to pass on.

Dan Stringham asked for clarification on this ordinance about banning wells. He feels it should be up to the state to regulate the number of wells that are drawing from the aquifer.

CM Hodges made a motion to close the public hearing for Ordinance 2026-03, motion 2nd by CM Weston. Motion passed unanimously. Public Hearing closed at 7:22 PM.

PUBLIC HEARING #4

Ordinance 2026-04: An Ordinance Amending Title 8, Water Regulations, Chapter 8.1, Water Use and Service, Section 8.1.2, Applications for Connection, Service: Amending the Laketown consolidated fee Schedule establishing a fee in lieu of dedication of required water shares and/or water rights:

The purpose of this ordinance is to allow in certain situations such as minor subdivisions, to pay a fee in lieu of transferring a water share or water right to the Town when connecting to the municipal water system. The proposed fee would be \$6400 for ½ -acre lot equivalent

TIME: 7:22 PM

CM Gash made a motion to open the public hearing for Ordinance 2026-04, motion 2nd by CM Johnson. Motion passed unanimously.

Mayor Willis read a summary of the Ordinance 2026-04. Mayor Willis explained that this provision gives the builder the option to either dedicate a water share or pay the associated fee, providing flexibility that was not previously available.

Question asked, does this go on top of the impact fees. Mayor answered yes.

Question asked how the town is guaranteeing that the money collected will be used for the water system? Mayor Willis read the part of the Ordinance that states where the fees may be used.

This ordinance only applies to the one-off lots and minor subdivisions. New Subdivisions still will need to turn over water shares.

CM Weston made a motion to close the public hearing, motion 2nd by CM Johnson. Motion passed unanimously. Public Hearing closed at 7:29 PM.

PUBLIC HEARING #5

Ordinance 2026-05: An Ordinance amending Title 9, Building Regulation, Chapter 9.1, Building Code, Section 9.1.3, Building Permit Required of the Laketown Municipal Code; streamlining the town's local administrative processes and procedures: amending the Laketown Consolidated Fee Schedule clarifying the application of the 1% surcharge required by the state on all building permits



The purpose of this ordinance is to clarify the administrative process and procedures when applying for a building permit, to clarify the State Building Permit surcharge of 1%, and the town council may condition the approval of a building permit application with the requirement the applicant connects to the town's water system.

TIME: 7:29 PM

CM Weston made a motion to open the public hearing for Ordinance 2026-05, motion 2nd by CM Gash. Motion passed unanimously.

Mayor Willis read a summary of the Ordinance. Lisa commented that this ordinance clarifies the procedure when and how to apply for a building permit, when fees are paid, adds the required state 1% surcharge, Lisa explained this 1% is paid back to the state at the end of each quarter to help with the building code training and education, and item c.14 page 3 that gives the council authority to require a connection to the water system as part of the building permit process.

Dennis Hodges clarified that if you are within 300 ft of a water line, as part of the building permit, they will need to pay for connections into the water system.

Talynn Willis asked if you are not close to the water line are you exempt. Mayor Willis explained if you are further than 300 ft from the line and it will cost to extend the water line to you, then you would not be required to apply for a water connection.

CM Weston commented this does not apply to subdivision

Thad Willis asked if they could still drill a well and connect into the water system. Answered Yes but cannot cross contaminate the system.

CM Gash made a motion to close the public hearing for Ordinance 2026-05, motion 2nd by CM Hodges. Motion passed unanimously. Public Hearing closed at 7:37 PM

TIME 7:38

Returned to Town Council meeting

Mayor Willis called for a roll call of council member present

Brandon Willis

Burdette Weston

Kirsten Gash

Denise Johnson

Kris Hodges

Lisa Johnson

12. ITEMS OF BUSINESS

a. Business License/Nellie Bakes'/ Nellie Brown

She will be selling baked items: sourdough, fudge, sweet treats and other baked goods out of her home.

Mayor Willis asked for a motion. CM Weston made a motion to approve the Business License for Nellie Bakes' motion 2nd by CM Hodges. Motion passed unanimously.

b. Town BBQ/Centra Com/Wendy Jo Jensen

Presented earlier in the meeting

c. Josh Oldham/Gary Mckee - Waterline connection for subdivision (loop line – Main St and 200 East)

Mr. Mckee did not attend the meeting. No discussion on this loop line.

d. Large Event Permit/Démolition Derby- Max Massey

Mr. Massey did not attend the meeting.

Mayor Willis will be working with Ken Brown, Town Attorney, on a contract for using town rodeo arena.



13. PLANNING & ZONING COMMISSION REPORT- Duane Robinson

Duane presented a change in Buea Dean's building permit, Buea has reduced the square footage of the house, the outside of the house will remain the same look, setbacks and height. Duane reported that all P&Z members have been notified of the changes and approve of the changes.

CM Weston made a motion to approve Kris Hodges to serve as the Town Official and approve this request for just this case, motion 2nd by CM Johnson. Motion passed unanimously

Duane presented a building permit for Cody Gomez for an addition on to his business building. No additional fees from town but building inspector will determine the building fees.

CM Gash made a motion to approve the Building Permit for Cody Gomez, motion 2nd by CM Weston. Motion passed unanimously.

Duane presented Hal Weston's line adjustment. Fees have been paid by Hal and recorded by the county.

Duane asked if this does need to come before the council. Mayor will check with Justin on this matter, since the legislation has made some changes on what needs to be approved by a municipality.

Duane presented that Dallin and Talynn came in for a variance on their building permit. This variance was denied by the Planning and Zoning Commission.

Duane recommended that the city park building permit includes the electrical and plumbing request that the activity committee is requesting. No additional building permits are needed currently.

P&Z is still continuing discussion on lot size, not ready to present a recommendation to town council just yet.

Duane would like clarification on what involvement Planning and Zoning Committee should continue to have in the building permit process and they should be considered a town official.

14. ITEMS OF BUSINESS (CONTINUED)

- e. Discussion and possible vote on **Resolution 2026-02**: A resolution suspending the 3% water rate increase
CM Weston feels like this is a good call because of the possible drought conditions we are anticipating.
Mayor Willis asked for a motion. CM Weston made the motion to approve Resolution 2026-02, motion 2nd by CM Gash. Motion passed unanimously.
- f. Discussion and possible vote on **Ordinance 2026-01**: An Ordinance amending Title 9 Building regulations of the Laketown Town Code, enacting Chapter 9.7 Wildland-Urban Interface Code, adopting by reference the 2006 Utah Wildland-Urban Interface Code:
Continued to next month's meeting for vote
- g. Discussion and possible vote on **Ordinance 2026-02**: An ordinance amending Title 8, Water Regulations, Chapter 8.1, Water Use and Service, Section 8.1.3, Fees and Rates of the Laketown Municipal Code: amending the Laketown Consolidated Fee Schedule, reducing residential water impact fees for individual residential connections.
Continued to next month's meeting for vote
- h. Discussion and possible vote on **Ordinance 2026-03**: An Ordinance repealing Ordinance 2025-10 adopted January 7, 2026, regarding the restriction of new culinary wells within five hundred feet of an existing town water line where the town's water system is able to provide service to the property.
Continued to next month's meeting for vote



- i. Discussion and possible vote on **Ordinance 2026-04**: An Ordinance Amending Title 8, Water Regulations, Chapter 8.1, Water Use and Service, Section 8.1.2, Applications for Connection, Service: Amending the Laketown consolidated fee Schedule establishing a fee in lieu of dedication of required water shares and/or water rights:
Council discussed ½ acre lots and 1 acre lot sizes and fee should change for different lot size.
Continued to next month's meeting for vote
- j. Discussion and possible vote on **Ordinance 2026-05**: An Ordinance amending Title 9, Building Regulation, Chapter 9.1, Building Code, Section 9.1.3, Building Permit Required of the Laketown Municipal Code; streamlining the town's local administrative processes and procedures: amending the Laketown Consolidated Fee Schedule clarifying the application of the 1% surcharge required by the state on all building permits
Continued to next month's meeting for vote
- k. Discussion on lot sizes
Mayor Willis would like to hold a public hearing on this matter in the next few months.

TIME: 8:12 PM MEETING BREAK

Time 8:17 PM MEETING RESUMEED

Mayor Willis called for a roll call of council member present

Brandon Willis

Burdette Weston

Kirsten Gash

Denise Johnson

Kris Hodges

Lisa Johnson

15. COUNCIL BUSINESS:

• **Water Updates – Burdette Weston**

- **Consumer Confidence Report (CCR) – Lisa**
Lisa has submitted the request to Rural Water to prepare this Report
- **Follow up on monthly water sampling, who will take samples over**
CM Weston and Dan Stringham met with BRHD and were trained in how to take the samples. CM Weston and Dan will handle the sampling and making sure samples get over to the health department each month.
- **Update on cost of radio read meters and quantity needed**
CM Weston reported we are still in need of approximately 87 meters at a cost of \$394.68 per meter. Jeff has replaced most of the meters that were less extensive to replace, meters that are left to be installed will need more time and equipment to install. Possible grant money to help rural municipalities with infrastructures. Estimated cost for meters is \$34,000 plus installation.

Dan commented he will be keeping an eye on spring over the next few months for possible reduction in flow. Dan suggested for the Jolly water line connection be routed to the corner to tie into the existing line rather than being bored under the road, as this approach could reduce the costs. Discussion about what driveways will be crossed.

Dan asked if the two Hunter houses by the arena will need a water connection. It was clarified that they have drilled wells and will not have a water connection.

Mayor asked Dan about the pump situation. Dan commented, we are down to one pump. Dan is manually filling the tank. Dan contacted a pump repair person over month ago, who can fix



the pump next time they are up to Bear Lake. CM Hodges and CM Weston encouraged Dan to reach out again and get a set date for a repair before summer. Dan asked about the water connection at Buea Dean's, no connection need he is drilling a well.

CM Weston reported that when meters were read there were two meters that had extreme usage: the church and Hunters home. He has spoken with both, and they are checking into possible leaks. Report on continuous flow for the Hunter house was emailed to Tyler and Ruby.

Discussion on Rodeo ground water connection.

- **Water Grant Application /Mayor Brandon Willis**
Mayor Willis reported that a 1.8-million-dollar grant application was submitted to Representative Moore's office for a community project to develop a second water source.
Agenda item for next month
- **Roads & Streets Updates – Kirsten Gash**
 - **stop & yield signs**
CM Gash is still working on the signs, and will add one speed limit sign to the order
 - **snow removal truck**
CM Gash researched extensively the cost of purchasing a snow removal truck: she spoke with Garden City public works, looked on KSL, state surplus sites, and cost of a new truck. Purchasing a truck will be very expensive. Another concern discussed was who could the town hire to run the truck and be on call during the winter. It was decided at this time not to pursue the truck option
- **Park & Recreation Updates - Denise Johnson**
 - **Update on pavilion remodel**
Hoping to start next week on the remodel, Discussion on wiring for security cameras at the pavilion
 - **Recent Vandalism at the park**
CM Johnson reported the vandalism of the park to the Sheriff's Department. The charcoal from the BBQ's were used to draw all over the cement and pavilion area.
 - **Estimate bug spray from Meli's complete lawn care**
CM Johnson will investigate this estimate and other possible companies
- **Rodeo & Arena Updates - Kris Hodges**
 - **Sponsorship fee: banners, chutes, program**
Sponsorship banners will be the same as last year
Office will work on getting out the sponsorship letter
 - **Ticket prices & seating**
CM Weston presented his research on the seating at the arena; he estimates 2811 seats at an 18" spacing.
Discussion on reserved seating section
CM Hodges will investigate numbering the seats and what numbering options are available.
 - **CM Weston update on ordering Queen saddle**
CM Weston will make sure the saddle says Raspberry Days and check on the cost of the saddle.



Discussion on Porta Potties for the Rodeo and 5K race. Usually, the stock contractor brings the porta potties. CM Weston will check with the contractor on the number of porta potties they can provide. Rick Johnson offered to be the clown act for the rodeo. CM Weston will check with contractor and Sim Weson about the clown. CM Weston will check with the county about MAG water on the road that leads up to the arena. Continue to work on bleachers and dirt issues.

16. EXECUTIVE SESSION

TIME: 9:22 pm

CM Weston made a motion to go into closed executive session for the purpose of discussing possible litigation. The motion was seconded by CM Johnson. The motion passed unanimously.

Town council meeting resumed at 10:47 PM

Mayor Willis asked for roll call of town council members present:

Brandon Willis

Kirsten Gash

Kris Hodges

Burdette Weston

Denise Johnson

Lisa Johnson

Mayor Willis asked for a motion. CM Weston made a motion to approve the letter that was drafted to Dallin and Talynn Willis allowing the reduced set back of 20' for one side of the house for their building permit. CM Hodges seconded the motion. The motion passed unanimously.

17. MAYOR'S REPORT:

- Bear Lake Regional Commission Report
Possible funding through the affordable housing act for help purchasing more radio read meters.
- Employee Compensation
To be discussed at the Work Meeting
- Town Updates
The May Town Council meeting will begin at 7:00 PM for the May meeting, possibly holding a public hearing to hear the public's input on lot sizes within city limits

18. ADJOURN

Mayor Willis asked for a motion. CM Hodges made a motion to adjourn the town council meeting. CM Johnson seconded the motion. Motion carried unanimously. The meeting adjourned at 11:02 PM

