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 and Public Hearing Minutes
June 3, 2026
Laketown City Office
10 North 200 East Laketown, Utah

1. **CALL TO ORDER**

The Laketown Town Council held their regularly scheduled meeting and two Public Hearings on Wednesday, June 3, 2026. This meeting and public hearings were 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:
Steve Myers
Shelton Taylor
Tyler Hunter
Duane Robinson – Planning & Zoning
Jason Myers

2. **OPENING CEREMONY**

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

3. **ROLL CALL**

Mayor Willis asked for a roll call of the council present:
Brandon Willis
Kirsten Gash
Denise Johnson
Kris Hodges
Lisa Johnson
CM Burdette Weston arrived at 6:04 PM

4. **APPROVAL OF AGENDA**

Mayor Willis asked for motion. CM Hodges made the motion to approve the agenda with the correction of the word Hering under item 5 to Hearings. Motion was seconded by CM Gash. The motion carried unanimously. It was pointed out a correction of the word Hering under item 5 to be Hearings.

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TIME: 6:04 PM the Town Council meeting was paused to hold the following two public hearings

5. **Public Hearing for Resolution 2026-04, The 2026-27 Fiscal Year Budget**
   TIME: 6:04 PM Mayor Willis opened the public hearing
   Mayor Willis explained the purpose of this public hearing is to receive public comments on the proposed 2026-27 fiscal year budget for Laketown.
   No comments
   Public hearing was closed at 6:05 PM

6. **Public Hearing for Ordinance 2026-06**
   TIME: 6:05 Mayor Willis opened the public hearing
   Mayor Willis explained this ordinance was to give current seasonal employees a 6% cost of living pay increase, since a cost-of-living increase was missed last year, second to establish a yearly 3% cost of living pay raise for all town employees and third to establish an hourly merit increase for the town clerk.
   Mayor commented that the 6% cost of living was because no cost of living was missed last year.
   No comments
   Public Hearing was closed at 6:07 PM

TIME 6:07 PM: The Council meeting resumed

7. **APPROVAL OF THE MINUTES**
   Mayor Willis asked for a motion. CM Gash made the motion to approve the minutes of May 6, 2026, with the correction Myer to Myers. Motion was seconded by CM Weston. Motion passed unanimously.

8. **BUDGET REVIEW**
   Council reviewed the current budget.
   No Comments

9. **APPROVAL OF BILLS**
   May bills and payments were passed around for the Council's review and initials. Mayor Willis asked for a motion. CM Gash made a motion to approve the May bills. Motion was seconded by CM Hodges. The motion passed unanimously.

10. **CURRENT TOWN ISSUES/UPDATES**
    Discussion and possible vote on a town 250 celebration
    Mayor Willis informed the Council that Sim Weston, County Commissioner, had contacted him regarding a grant for the upcoming 250th anniversary of the nation. The County is providing each community with $6,000 to use for a celebration or related activities as the town sees fit. The funds may be used at any time and are not restricted to a specific date.

Discussion on ideas: fireworks, concert, BBQ, location, time, date, celebration in December, lots of ideas thrown around
It was decided to move discussion on this agenda item to the end of the meeting.

Mowing of right of way – Last Chance Subdivision
Mayor Willis had been contacted about mowing of the right of way in Last Chance Subdivision, especially around the pump house. Mayor Willis has contacted Brian about mowing this area, but Mayor Willis will evaluate the area and will spray the weeds if needed.

Discussion on use of generator power during power outages at town.
Mayor Willis reported he had been approached by Jon Carver, Search and Rescue Chairman, regarding the town's policy for the use of the generator power at the city office during power outages, specifically for operating medical devices and charging cell phones. To avoid confusion for Search and Rescue and law enforcement, the Council agreed that it would be beneficial to adopt a policy consistent with those of neighboring communities,
ACTION ITEM: Lisa will contact neighboring communities to review their policies and report her finds to Council. Agenda Item for next month.

11. **UPDATES FROM CLERK'S OFFICE (Lisa)**
Lisa reported the following: 1) 2 building permits were applied for in May, 2)BRAG has requested a flood ordinance for Laketown, Council is not aware of any such ordinance in Laketown, 3) Lisa asked if she could clean up around the exterior of the building and remove garbage and unused items on the east side of the building – council didn't have a problem with that, 4) the last day for invoice payments for the 2025-26 year will be June 23, so Lisa has time to close out the fiscal year, 5)BRAG has a pre-disaster mitigation plan workshop zoom meeting schedule for June 11 and a representative from Laketown needs to attend this online meeting,6) July Town Newsletter – if anyone has anything that they would like put in the letter, 7) water meters will be read on June 29, 8) certified notices of shut off for those who have not paid their water bills will go out this week, 10) the wrong amount was erroneously paid to the IRS for employment taxes, Lisa is working with the IRS to have the overpayment refunded to the town.
Lisa presented the first draft of the new updated website to council for review and comments.
Lisa showed council the link and QR code for credit card payments. The town can now take credit card payments.
Lisa presented her concerns on the backup of the town's main computer and allowing Les Olsen IT to handle this issue
A motion was made by CM Johnson to allow Lisa to handle a contract with Les Olsen IT to handle the installation, backup and storage of the town's computer data. Motion was seconded by CM Weston. Motion passed unanimously.

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

TIME: 6:57 PM

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12. QUESTIONS AND COMMENTS FOR MAYOR AND COUNCIL:

Shelton Taylor 22 South 100 East, presented information about a state process for acquiring property between high water lines and property lines around Bear Lake, suggesting a similar approach could be used for right-of-way adjustments in the town.

TIME: 7:02 PM

13. PLANNING & ZONING COMMISSION REPORT- Duane Robinson

- **Discussion and vote on building permit for Town Electronic Sign/Activity Committee.**
  Duane presented to council the information on the sign and a picture of what it will look like, the sign will sit in the town's right of way, power is being run to the location while the pavilion is under construction, dimensions of the sign fall within the limits of zoning ordinances.
  Mayor Willis asked for a motion. CM Hodges made a motion to approve the Town's Electronic Sign permit. Motion was seconded by CM Gash. Motion passed unanimously.

Duane reported he has had several calls on the height of Jolley's new build. It is the job of the building inspector to make sure the building follows the approved building plans.
P&Z also discussed a call Duane had received on the development of an RV park on the old Zeyer property along the highway, Since Code 12.7.1 prohibits RV parks within city limits, no further discussion was needed.
P&Z discussed the proposed building of an outdoor bathroom with a septic tank, using irrigation water within city limits. This proposed building was denied by P&Z for the following reasons 1) the first building on a lot is the primary residents and 2) irrigation water rights can only be used for irrigation. Mayor agreed with this conclusion.
A public hearing will be held next month to take public input on lot sizes and corner lots within the city limits.

14. ITEMS OF BUSINESS

a. **Tyler Hunter – Continued discussion on Main Street right of way and vacating property**
   Council discussed in detail the following: the right of way measurements, potential turning lane configurations, property line encroachment, no expense to the town, and the need to protect existing easements.
   Mayor Willis asked for a motion. CM Weston made a motion to allow Tyler Hunter to proceed forward with coordinating with bordering landowners and with preparing the documents needed for the town to vacate this property also documents should state that current easements will be preserved, and the town attorney will need to review and approve any documents before council can approve and there will be no cost to the City, Tyler and land owners will assume the burden of the cost. Motion seconded by CM Hodges. Motion passed unanimously.

b. **Discussion and vote on Resolution 2026-04 Fiscal Year Budget**
   The purpose of this resolution it to approve and accept the 2026-2027 Fiscal year proposed budget
   Mayor Willis asked for a motion. CM Gash made a motion to approve Resolution 2026-04. Motion was seconded by CM Johnson. Motion passed unanimously.

c. **Discussion and vote on Ordinance 2026-06**
The purpose of this ordinance is to establish a one-time 6% Cost-of-Living Adjustment for both seasonal employees, to establish a yearly 3% Cost-of-Living Adjustment for all town employees to begin in 2027 and to establish an hourly merit increase for the town clerk.
Mayor Willis asked for a motion. CM Weston made a motion to approve Ordinance 2026-06. Motion was seconded by CM Gash. Motion passed unanimously

d. **Discussion and vote on Ordinance 2026-04**
The purpose of this ordinance is to establish a fee in lieu of dedication of required water shares and/or water rights
Mayor Willis reported he is still working on the language in this ordinance with the town attorney. Discussion and vote on this ordinance will be moved to next month
ACTION ITEM: agenda item for next month

e. **Mayor Willis - Rodeo Arena & Park Rental contract**
Since the town has not heard back from any of the individuals who asked about renting the arena for large events, there will be no further discussion on this topic, until town is contacted by anyone who wants to rent park or arena for a large event. A contract/rental agreement has been prepared by the town attorney.

f. **Mayor Willis – Update on second source well location and progress**

g. **Mayor Willis - Discussion and possible vote on applying for second source water grant**
Agenda Items f & g were discussed together
Mayor Willis reached out to Representative Moore's office on the status of the town's grant request, but at this time he had not heard back from them.
Mayor Willis is looking into another grant that does not look at the median household income, he would work with the engineers on pursuing this grant, the potential cost to pursue this grant is approximately $10,000 but if the town doesn't receive the grant, the engineering firm will cover half the cost of applying for the grant.
CM Hodges made a motion to allow Mayor Willis to pursue this grant option and approved the potential cost to the town. Motion was seconded by CM Gash. Motion passed unanimously.

15. COUNCIL BUSINESS

a. **Water Updates – Burdette Weston**

- **Monthly Water Samples –** Dan took over samples for May and June, CM Weston will follow up with Dan on doing the monthly testing
- **Letter from Jared Bradshaw concerning late fee on his water bill –** a copy of the letter was provided to each of the council members; CM Weston expressed his concern if we have a late fee we need to enforce it.
- **Discussion and possible vote addressing the handling of late fees on water bills.**
CM Weston will handle issues with late water fees.
Mayor Willis would like to explore the adoption of an ordinance or resolution that clarifies the authority and responsibilities of council members assigned to oversee specific departments, including their ability to authorize purchases and approve payments within those departments.

- **Other:**
  Discussion on arena water, centra com hitting water line last fall and the patch, and water line at Rodeo Rd

b. **Roads & Streets Updates – Kirsten Gash**
New yield and stop signs and posts have been ordered should be arriving around July 17. CM Gash had questions on who should install the new signs, regulations on location of signs, and a request to move a speed limit sign that is currently in front of a property lot approach. CM Gash will investigate sign location regulations. CM Gash is working on updating the roads for the B&C report. Mayor Willis suggested she check with Tyler Stuart on an updated roads map.

c. **Park & Recreation Updates – Denise Johnson**
- **Update on Pavillion remodel-** they are currently working on the roof, concrete should be poured at the end of the week, work is progressing well.
- **Discussion and possible vote on replacing breaker switch for ball fields** – discussion on what needs to be replaced, CM Johnson will check into this further

d. **Rodeo & Arena Updates – Kris Hodges**
CM Hodges reported the Rodeo Queen contest was held on June 1,
Queen Quinci Call, 1st Attendant Lacey Christensen, 2nd Attendant McKinely Christensen, Princess Siena Willis and Jr Princess Savannah Jackson.
It was reported that some dirt was sluffing along new fence line, but CM Hodges could not see any issue
Logan Extermination will be coming tomorrow to spray for weeds around the arena
The following items have been ordered for the rodeo: reflective vests for volunteers, orange cones, and sticker sheets.
Mass permit has been filed for, waiting to hear back from Bear River Health.
Racheal Wamsley will oversee the grand entry for the rodeo.
Tyler Hunter offered his corrals and loading shuts for the rodeo livestock.
Tickets will go on sale on July 22, online sales only. Mutton busting sign up will be July 20 at 10 AM

16. MAYOR'S REPORT

- **Bear Lake Regional Commission**
  Update on the new marina, anticipated completion date spring of 2028.
  Discussion on the bike path
- **Other Town Issues**
  Continued discussion on 250th Celebration plans:
  The Council discussed in detail potential dates, locations, anticipated attendance, making it a community event and ideas for the celebration. After consideration, the Council determined that planning for approximately 300 attendees would be appropriate.
  The City Park was considered as a possible venue; however, it was determined that the facility would not adequately accommodate 300 people for a sit-down dinner. The South Shore Barn was offered as an alternative venue and volunteered for use at no cost to the city.
  Following discussion, the Council agreed to hold the event on July 2. Dinner will be served at the South Shore Barn beginning at 7:00 p.m., followed by a fireworks display at 9:00 p.m.

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Town will request bids from local restaurants to provide catering services for the event. The Council established June 11th as a deadline for submission of all catering bids.
The town would provide the advertising, plates, napkins, utensils, table clothes, drinks and dessert.
Lisa will work with the Activity Committee on preparing a flyer for the event.

17. EXECUTIVE SESSION

No executive session was held

18. ADJOURN

Mayor Willis asked for a motion. CM Johnson made a motion to adjourn. Motion was seconded by CM Gash. Motion carried unanimously. The meeting adjourned at 9:50 PM

LAKETOWN CITY SEAL STATE OF UTAH