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 Agenda
And Public Hearing
August 12, 2026
6:00 PM

Notice is hereby given that the Town of Laketown Town Council will hold a public hearing at 6:00PM on Wednesday August 12, 2026, in the Laketown Town Office located at 10 North 200 East Laketown, Utah. Following the public hearing the council will hold its regularly scheduled meeting

1. **CALL TO ORDER – Mayor BRANDON WILLIS**
2. **OPENING CEREMONY – TBD**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **PUBLIC HEARING:** The purpose of this hearing is to receive public comment regarding a proposed amendment to the Laketown Town Land Use Ordinance that would allow the creation of ½ acre residential lots in designated areas outside the tradition town core.
6. **APPROVAL OF PRIOR MEETING MINUTES**
7. **BUDGET REVIEW**
8. **APPROVAL OF BILLS**
9. **CURRENT TOWN ISSUES/UPDATES – Town Council**
10. **ACTIVITY COMMITTEE –** Chairman Heidi Hodges
11. **UPDATES FROM CLERK'S OFFICE (Lisa)**

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

12. 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.

13. PLANNING & ZONING COMMISSION - Chairman Duane Robinson

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14. ITEMS OF BUSINESS

a. **(7:00 PM)** Emma Nielson Utah Geospatial Resource Center (UGRC) – creating an interactive zoning map for Laketown
b. **(7:30 PM)** Scott Archibald – Sunrise Engineering – Discussion on 2nd source water protection
c. 2027 TRT Grant
d. Discussion and possible approval of Centra Com Fiber to the office and park
e. Discussion on lot sizes
f. Discussion and possible approval of Ordinance 2026-04 Amending the Consolidated Fee Schedule to include a fee in lieu of dedication of required water shares and/or water rights.
g. Discussion and possible adoption of ordinance establishing delegation of spending and purchasing approval authority for town council members.

15. COUNCIL BUSINESS:

- Water Updates – **Burdette Weston**
- Roads & Streets Updates – **Kirsten Gash**
- Park & Recreation Updates - **Denise Johnson**
- Rodeo & Arena Updates - **Kris Hodges**

16. MAYOR'S REPORT:

- Bear Lake Regional Commission Report

17. EXECUTIVE SESSION (if needed)

18. ADJOURN

NOTE: The Town Council may vote to go into an executive session pursuant to the Utah Code 52-4-205
On Monday August 10, 2026, at 2:00 PM a copy of the foregoing notice was posted on the Utah Public Notice website at http://pmn.utah.gov and on the Laketown website at www.laketownutah.com. A copy was posted in conspicuous view inside and outside the Laketown Town Office in Laketown, Utah, and inside of the Laketown post office and at Dee's Service Station. DATED THIS 10th Day of August 2026 in compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this public hearing should notify the Laketown Town Office at (435) 946-9000, 10 North 200 East, Laketown, Utah, at least three working days prior to the public hearing. The office hours are Monday and Wednesday 9:00 a.m. to 2:00 p.m. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah 1-888-346-3162.

/S/Lisa Johnson, Laketown City Clerk

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Laketown Town Council
Council Meeting Minutes
July 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, July 1, 2026. This meeting was held at the Laketown City Office Building, located at 10 North 200 East, Laketown, Utah. Mayor Brandon Willi8s welcomed those in attendance and called the meeting to order at 6:01 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
Duane Robinson/Planning & Zoning Commission

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 of the council present:
Brandon Willis
Burdette Weston
Kirsten Gash
Denise Johnson
Kris Hodges
Lisa Johnson

4. APPROVAL OF AGENDA

Mayor Willis asked for motion. CM Johnson made the motion to approve the agenda. Motion was seconded by CM Gash. The motion carried unanimously.

5. APPROVAL OF THE MINUTES

Mayor Willis asked for a motion. CM Weston made the motion to approve the minutes of June 3, 2026. Motion was seconded by CM Johnson. Motion passed unanimously.

6. **BUDGET REVIEW**
No Comments
CM Weston made a motion to approve the end of Fiscal Year budget for the 2025-26 Fiscal Year. Motion was seconded by CM Gash. Motion passed unanimously.

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

8. **CURRENT TOWN ISSUES/UPDATES – Town Council**
Mayor Willis reported on meeting up with Senator Curtis as he walked through Laketown on his 250-mile walk through northern Utah.
Mayor Willis commented on the 2nd water source grant money, working its way through approval process.

9. **ACTIVITY COMMITTEE REPORT – HEIDI HODGES**
Heid did not attend but had reported to Mayor Willis and CM Hodges. The electronic sign will be more expensive than expected. The Activity committee will reevaluate the sign and cost after Raspberry Days Rodeo.

10. **UPDATES FROM CLERK'S OFFICE (Lisa)**
Lisa reported the fiscal year ended on June 30 and the new fiscal year began on July 1. She will begin moving old files into storage and preparing office for the new fiscal year. Water bills were mailed on July 1 and emailed on June 29. Lisa also reported the new website is up and running. She asked everyone to notify her as soon as possible if they notice any problems with the website so that it can be addressed promptly.

TIME: 6:30 PM

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

11. **QUESTIONS AND COMMENTS FOR MAYOR AND COUNCIL:**
Steve Myers asked about the cemetery road and who owns it and possible improvements on this road. Town Council had discussion about the cemetery road and the Cemetery district turning the road over to the town and what improvements need to be completed.

TIME 6:37 PM

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Denise Johnson
Kris Hodges
Kirsten Gash

12. **PLANNING & ZONING COMMISSION REPORT-** Duane Robinson
    a. **Lorna Wahlstrom Building Permit Clearance Form – house reroof**
    Duane presented the clearance form approved by Planning and Zoning. The current roof on the house is not up to code and is not in good shape.
    CM Johnson made a motion to approve the Wahlstrom Building Permit Clearance Form. Motion seconded by CM Gash. Motion passed unanimously.

Duane reported that P&Z did not hold a public hearing on the proposed lot sizes because the public hearing notice could not be posted for the required amount of time. The Commission is planning to hold the public hearing at the end of July.

13. **ITEMS OF BUSINESS**
    a. **Fire Restrictions/Statewide fireworks band and potential vote on fireworks within city limits**
    Council discussed fire restrictions within city limits. The town follows the County Fire restrictions. Town has a fireworks permit for the July 2nd Celebration, with the Laketown Fire Department and is working closely with the fire department.
    b. **Discussion and vote on Ordinance 2026-04**
    Mayor Willis reported he is still working with the attorney on the correct wording. Continue this discussion topic to the August meeting.
    c. **Discussion on ½ acre vs 1 acre lots**
    Discussion on lot size. Mayor Willis will reach out to P&Z and ask them to finalize a recommendation for the council to review. Mayor Willis will contact Jon concerning advertising for the public hearing scheduled for the end of the month.
    d. **Discussion on water source protection**
    Discussion will be continued at next month's meeting, Scott with Sunrise Engineering will be scheduled to participate by phone or zoom for further discussion.
    e. **Discussion on assigning council members' responsibilities**
    Mayor Willis prepared a proposed ordinance outlining the assignments and responsibilities of council members. The Council reviewed the proposed ordinance, and discussion will continue at next month's meeting.

14. **COUNCIL BUSINESS**

    a. **Water Updates – Burdette Weston**
    Will have Dan record the flow of spring in July, around the 20th.
    CM Weston suggested that Jeff be the cross-connection specialist and keep the records, CM Weston will follow up with the email requesting an update on who the town's cross-connection specialist is.
    Dan will take the sample of monthly water to Logan for testing
    b. **Roads & Streets Updates – Kirsten Gash**
    B&C milage report has been updated,
    New signs should arrive around July 17th, need a forklift to unload, Dalton will help coordinate and have delivery dropped off at Gomez Welding. It was discussed that we could check with the county to see if some of the unused posts could be stored in the county shed. Discussion on who can help install new signs. Checking into the proper location for signs and if any need moved.

Meeting paused: 7:30 PM
Resumed: 7:34 PM

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c. **Park & Recreation Updates – Denise Johnson**
Remodel should be completed soon
Working with centra com on internet at the park pavilion and security cameras
Breakers at the baseball field need to be updated, need an electrician to do this.
Denise will check with RMP on switching ballpark lights to LED and help with funding project.
Softballs have dented the new tin roof on the pavilion
Discussion on netting to stop balls on the west side of the ball field from going into the field and lsot, but it was determined the cost of purchasing, installing and maintaining netting far exceeds the cost of just purchasing new soft balls.
Centra Com BBQ on July 9th at park, make sure Betty will be there.

d. **Rodeo & Arena Updates – Kris Hodges**
Raspberry Days Rodeo Planning
Need separate colored wrist bands: general admission and reserved seating – different colors for each night.
Working on numbering the reserved section seats.
Lisa: check with craft fair if Queen's can have a place to sign pictures and promote rodeo
Denise will look into someone to sing the national anthem
No internet up at the rodeo arena but will need to screen shot the ticket info before walking up to the arena.
Discussion on what tickets to hold for those who donate and how many.
CM Weston reported he will meet with Dan tomorrow to look over the rodeo arena water system, the County graded and mag watered the south road up to the arena.

15. MAYOR'S REPORT

- **Bear Lake Regional Commission**
  Approved next year's budget, working on items to increase funds, planning for legislative tour of Bear Lake
- **Finalize plans for the Laketown Community 250th Celebration**
  Council discussed the logistics of the event, encouraging attendees to bring lawn chairs. Denise will get popcorn for the fireworks show, will need approximately 20 bags of ice for the drinks. Food is being catered by Some Beaches. Council to arrive at Barn at 4 PM to set up for event. The Band will perform around 8 PM, need an extra flat bed for the stage.

16. EXECUTIVE SESSION
No executive session was held

17. ADJOURN
Mayor Willis asked for a motion. CM Gash made a motion to adjourn. Motion was seconded by CM Hodges. Motion carried unanimously. The meeting adjourned at 8:35 PM

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Denise Johnson
Kris Hodges
Kirsten Gash

PUBLIC NOTICE

Laketown Town Council Public Hearing
August 12, 2026 (Wednesday)
6:00 PM

Laketown Town Council will hold a Public Hearing on Wednesday, August 12, 2026, at 6:00 PM in the Laketown Office located at 10 North 200 East Laketown, Utah. The Town Council will hold its regularly scheduled meeting on this date after the public hearing.

NOTICE IS HEREBY GIVEN that the purpose of this public hearing is to receive public comment regarding a proposed amendment to the Laketown Town Land Use Ordinance that would allow the creation of one-half (1/2) acre residential lots in designated areas outside the traditional town core where the current minimum lot size is one (1) acre. The proposed ordinance identifies the areas where this change would apply and establishes the applicable development standards.

The public is invited to attend and may give written or oral comments during the public hearing. All public hearing items will be discussed and/or approved during the Laketown Town Council meeting following the public hearing.

On Wednesday July 29, 2026 at 1:00 PM a copy of the foregoing notice was posted on the Utah Public Notice website at http://pmn.utah.gov and on the Laketown website at www.laketownutah.com. A copy was posted in conspicuous view inside and outside the Laketown Town Office in Laketown, Utah, and inside of the Laketown post office and at Dee's Service Station. DATED THIS 29th Day of July, 2026 In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this public hearing should notify the Laketown Town Office at (435) 946-9000, 10 North 200 East, Laketown, Utah, on Monday and Wednesday at least three working days prior to the public hearing. The office hours are 9:00 a.m. to 2:00 p.m. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah 1-888-346-3162.

/S/Lisa Johnson, Clerk

Gmail

Laketown Clerk <clerk@laketown.utah.gov>

CentraCom Fiber / Fixed Wireless Pricing

1 message

Olivia Clyde <o.clyde@centracom.com>
To: clerk@laketown.utah.gov

Thu, Jul 30, 2026 at 1:22 PM

Hi Lisa,

Following my conversation with the VP of Sales, I wanted to let you know that we are unable to offer fiber services free of charge. However, if you decide to upgrade to fiber, we can offer the following pricing on a 36 month term:

100Mb: $150/mo
250Mb: $250/mo
500Mb: $350/mo

If you choose a fixed wireless connection for the park, we can provide a 50Mb package for free.

Please let me know if you have any questions or if you would like to proceed with one of these options.

Thank you,
Olivia

--
Olivia Clyde | CentraCom Sales Manager
Office: 435.427.0842 | Cell: 801.953.8375
O.Clyde@CentraCom.com
NOC: 844.427.0533 | co@centracom.com

? in addition to phone fee
≈ $65/month
≈ $80/month for power

* park Free ?

* equipment on water tank ⇒ still there?

* only have $3000 in utility budget for office
telephone, power → last year we spent ≈ $1800

12 x $150 = $1800
1800 + 1800 = 3600 ⇒ will go over budget
by $600

Gmail **Laketown Clerk <clerk@laketown.utah.gov>**

Office Copier

1 message

David Simmons <dsimmons@lesolsoncompany.com>
To: "clerk@laketown.utah.gov" <clerk@laketown.utah.gov> Thu, Aug 6, 2026 at 4:31 PM

Hi again Lisa,

Ok, I'm now back at my office and looking at the paperwork from the copier purchase back in June of 2022. At that time, I helped Alice purchase the refurbished Sharp MX-C301W for $1,095.00. In my opinion, we have three solid options to consider:

1. We could do the same thing again but with a newer (but still refurbished) model MX-C304WH. I've looked at Sharp's 'End of Life' forecast and that model should be serviceable through May of 2032. So, not bad at all considering that it is a refurbished model. We can still keep the maintenance agreement in place which covers all parts, labor, service and even consumable supplies such as toner, drums, rollers, etc. (The only item not covered is paper.) I'll have to jump through some hoops, but I'm happy to try and honor the same price the city paid four years ago, $1,095.00.

2. We could also look at a brand new model which is a BP-C535WR. The state contract pricing for this one is $2,190.00. (If you would like to have it on a stand with an extra paper tray added, the stand is $140 and the extra 600 sheet paper tray is $145.) If you don't have it on a stand, it will sit on a cabinet but make sure your cabinet is big enough for these dimensions: 20" wide x 25" deep x 22" high.

3. This last option is to keep running your old MX-C301W until we simply can't get the parts or supplies you will need at some point. We will do our very best but at a certain point, our hands will be tied.

What do you think? Do any of these ideas appeal you? Once you have the chance to speak with your people, if any questions or concerns come up, I'm just a phone call or email away and here to help.

Thanks a million Lisa!

P.S. I'll attach a PDF Spec Sheet of the new BP-C535WR.

David Simmons, Branch Manager/Sales Manager.

(o) 435-750-8990 | (c) 435-764-1921 | lesolson.com

695 W 1700 S, Building 28, Ste. 100 – Logan, UT 84321

LES OLSON IT

From: Laketown Clerk <clerk@laketownutah.com>
Sent: Thursday, August 6, 2026 2:05 PM
To: David Simmons <dsimmons@lesolsoncompany.com>
Subject: Re: Just checking in

Checking in on updating our printer, let me know what options are available

3.2.1 Definitions

Merchandise: means any personal property displayed, held, or offered for sale by a merchant.

Merchant: means an owner or operator of any retail mercantile establishment where merchandise is displayed, held, or offered for sale and includes the merchant's employees, servants, or agents.

Transient Merchant: means any person who brings into temporary premises and exhibits to the public merchandise or services for the purpose of selling, or offering to sell, such merchandise or services to the public by way of tent, trailer, roadside stand, parked vehicle or other similar enclosure not attached by permanent foundation.

National Crime Information Center (NCIC) A criminal records database allowing criminal justice agencies to enter or search for information about stolen property, missing or wanted persons, and domestic violence protection orders; to get criminal histories; and to access the National Sex Offender Registry.

HISTORY:

2001 Code

10.6A.6 Modifying Regulations

A. **Side Yards:** Main buildings, other than dwellings such as schools, libraries, etc., shall have a minimum side yard of twelve feet (12') and the total of the two (2) side yards shall be twenty-four (24'). Private garages and other accessory buildings located at least ten feet (10') behind the main building shall have a side yard of ten feet (10'), except the street side yard of a corner lot shall be a minimum of thirty feet (30') for main and accessory buildings.

B. **Rear Yards:** Private garages and accessory buildings located at least ten feet (10') behind the main building shall have a rear yard of a minimum of ten feet (10') provided, that on corner lots rearing on the side yard of another lot, the minimum rear yard for all buildings shall be ten feet (10').

Private Garages & Accessory Building Set Backs

District	Area	Width	Side Yard	Back From Home	Rear Yard
*RA - 1/3 Acre	1/3 Acre	100 Feet	10 Feet	10 Feet	10 Feet
RA - 1/2 Acre	1/2 Acre	100 Feet	10 Feet	10 Feet	10 Feet
RA- 1 Acre	1 Acre	150 Feet	10 Feet	10 Feet	10 Feet

C. **Distance Between Buildings:** No building, structure or enclosure housing animals or fowl shall be constructed closer to a dwelling on the adjacent lot than one hundred feet (100').

HISTORY:

Ord. A-1, 5-21-1981

Ordinance 2019-10, 2/5/2020

Ord. 2021-18; Amended 6/1/2021

Dear TRT/TRCC Grant Applicant,

As we begin a new grant funding cycle, the Rich County TRT/TRCC Advisory Board (TTAB) would like to provide guidance to assist you in preparing a strong grant application. These funds are limited and highly competitive, and the Board carefully evaluates each request to ensure the greatest benefit to tourism, recreation, and cultural opportunities within Rich County.

Please note: Applications that do not include all required documentation, including supporting bids or cost estimates, by the application deadline will be considered incomplete and will not be eligible for funding consideration.

- **Provide a reasonable funding request.** Applicants should request funding amounts that are reasonable, well-justified, and directly related to eligible TRT/TRCC purposes. Excessive or unsupported funding requests may reduce the competitiveness of an application.
- **Matching funds are encouraged.** Applicants are encouraged to provide matching funds whenever possible, as projects demonstrating local financial participation are viewed more favorably during the evaluation process. While matching funds are not required, they strengthen an application's competitiveness.
- **Applicant Presentation Requirement.** A representative of the applying organization is required to attend the scheduled TTAB grant meeting. The representative must present the grant application, explain the proposed project and funding request, and be prepared to answer questions from the Board. The representative should have sufficient knowledge of the project, budget, and requested funding to fully respond to Board inquiries. Applications without a qualified representative present to make the presentation and answer questions may be disqualified from consideration.
- **Include cost estimates or bids.** Applications must be complete at the time of submission. All requested documentation, including detailed project cost estimates, contractor/vendor bids, quotes, or other supporting documentation for proposed expenditures, must be included with the application. Applications that are incomplete, fail to provide the required cost documentation, or do not meet the submission requirements by the application deadline will be **automatically disqualified** and will not be considered for funding.
- **Submit a complete application.** All required forms, attachments, supporting documentation, and signatures must be included at the time of submission. Incomplete applications will not be considered for funding.
- **Ensure your project meets TRT/TRCC eligibility requirements.** Proposed projects must directly support tourism, recreation, culture, conventions, or visitor-related infrastructure as outlined in Utah Code and the Rich County TRT/TRCC Program Guidelines.

Thank you for your interest in improving tourism, recreation, and cultural opportunities in Rich County. We look forward to your application.

Rich County TRT/TRCC Advisory Board

RICH COUNTY

Rich County Tourism Tax Advisory Board
2027 Tourism TRT/RT Grant Application

Applications are due September 15th by 4:00 pm

Contact Information			
Organization Name			
Contact Person			
Address			
City, State, Zip Code			
Phone			
Email Address			
General Information			
Project Title			
Grant Amount Requested			
Project Starting Date			
Project Ending Date			
Is this project	◯ One-time		◯ Annual
Location of project			

If you are a municipality, this grant is intended for those who actively contribute to and support the collection of Transient Room Tax (TRT) funds. As part of the grant process, the board may ask how your municipality monitors or ensures that TRT funds are being collected accurately.

Examples of TRT monitoring practices may include:

Regular audits or reviews of lodging businesses to ensure proper registration and remittance of TRT

Cross-checking business licenses with active lodging operations to verify compliance.

Coordinating with the county treasurer or tax office to track TRT filings and identify discrepancies.

Demonstrating these practices shows a strong commitment to fair tax collection and responsible reinvestment of tourism revenues.

Please request a reasonable amount for your project as available funds are limited and we aim to support as many qualifying applicants as possible. Thank you, TTAB

Previous Grant Awards
Have you received TRT/RT grants in the past? If so, give a brief discription of the last grant awarded.
Do you have any outstanding grant projects? If so what is the expected completion date?

Project Narrative
Describe your project or event in detail, and how it pertains to tourism.
How will your project or event increase visitation from outside Rich County?

Project Narrative Continued

How will your project or event increase overnight stay in Rich County?

What is unique about your project or event? If done in the past, how will it improve?

Budget

Please attach a detailed budget for your project and fill in the information below. The more specific you can be the better. Include copies of estimates, letters of support for in-kind work to be done, etc. Please note that documentation of expenditures will be required at the end of the project.

Project Expenditures (please list)

______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
Total Project Cost	$ ______

Project revenue to apply to the project please list all including in-kind amounts, other grants, cash, etc.

TTAB wants to know how much you are contributing to the project that relates to tourism

______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
______________	$ ______
Total Rich County Tourism Tax Funds Requested	$ ______
Total Revenue for the Project	$ ______

Total project cost and total project revenue must match

Evaluation

How will you measure the success of your project, event, activity, or attraction?

Applicant Signature

Signature ______________________

Date ______________________

Tax ID # (if applicable) ______________________

****Don't forget to attach a detailed description and any pictures as you see fit****

TTAB Use only

Approved	o	**Disapproved**	o
TRT	o	**RT**	o

Amount Awarded: $

Conditions:

TOWN OF LAKETOWN, UTAH

Purchasing and Procurement Policy — Redline

Proposed amendments to Sections 1.10.1 and 1.10.2, and new Section 1.10.3

How to read this document

This document restates Sections 1.10.1 and 1.10.2 in full, showing every proposed change in place. **It is not a separate ordinance layered on top of the existing policy.** Adopting it repeals and replaces those sections.

Plain text is existing language, unchanged.

Underlined blue text is new.

~~**Struck red text**~~ is deleted.

Green italic notes are drafting notes for the Council. Delete them before adoption.

Why restate instead of amend

The earlier draft ordinance left the existing policy in place and cross-referenced it, with a clause saying the ordinance controls where the two conflict. That requires the Clerk, the Council, and any bidder to read three documents and resolve conflicts between them. It also does not work: the Purchasing Agent definition being amended lives in Section 1.10.1, but the ordinance's conflicts clause reached only Section 1.10.2. Restating both sections eliminates the problem.

Summary of changes

Change	What it does	Why
Delegated spending authority	Council members assigned to departments may approve budgeted purchases up to $5,000. Mayor has the same authority concurrently.	Routine budgeted purchases no longer wait for a council meeting.
Purchasing Agent redefined	Purchasing Agent is the Mayor. Department approval authority sits with assigned council members.	Current code says the Purchasing Agent is 'usually the department supervisor,' which is undefined.
Competitive bidding covers services and construction	Sealed bidding applies to goods, services, AND construction over $15,000.	Current 1.10.2(6)(a) says 'goods' only. A $200,000 services contract needs no bid.
Award standard corrected	Award to lowest responsive and responsible bidder. Best-value awards move to an RFP process.	Current standard mixes sealed bidding with best-value criteria, which is how bid protests are won.
'Proximity' removed as an award criterion	Geographic preference eliminated.	2 CFR 200.319(b) prohibits geographic preference on federally funded procurement. Directly relevant to the $1.35M water project.
Ethics citation corrected	Replaces Utah Code 17-16a with 10-3-1301 et seq.	17-16a is the COUNTY officers act. It does not apply to a town.
Bid protest chain reversed	Protest to the Purchasing Agent, appeal to the Town Council. Deadlines extended to 7 days.	Current code appeals a Council decision to one person. Two business days is too short to be meaningful.

Construction bonds added	Payment and performance bonds on public construction, with a written waiver option.	If the Town fails to require a payment bond, unpaid subs can claim directly against the Town.
Water late fee waivers	New Section 1.10.3 with defined categories, dollar caps, and reporting.	No current authority exists to waive a late fee.
Emergency purchases	Mayor may exceed limits in a genuine emergency, with ratification at the next meeting.	A pump failure cannot wait for an agenda.

1.10.1 General Provisions

1. Definitions. ~~"Purchasing Agent" means a person duly authorized by the governing body of the town to make purchases for the town and is usually the department supervisor. The Purchasing Agent may from time to time appoint another person to undertake all or some of the duties of the Purchasing Agent set forth herein or appointed to him/her.~~

Deleted and replaced with the defined terms below. "Usually the department supervisor" is not a defined office and cannot support delegated spending authority.

As used in Sections 1.10.1 through 1.10.3:

"Appropriated funds" or "budgeted funds" means money appropriated for a specific department or purpose in the Town budget as adopted or amended for the current fiscal year, that remains unspent and unencumbered.

"Council Department Supervisor" means the council member assigned by resolution under Subsection 1.10.2(2) to supervise a particular administrative department or function of the Town.

"Emergency" means a circumstance requiring immediate action to address an actual or imminent threat to public health, safety, or property, or to restore or maintain an essential Town utility service, where the delay required to obtain Council approval would likely result in harm, loss, or interruption of essential service.

"Purchase" or "encumbrance" means any commitment of Town funds for goods, services, or construction, whether by purchase order, contract, or other obligation.

"Purchasing Agent" means the Mayor or the Mayor's written designee.

"Responsible bidder" means a bidder with the capability, integrity, experience, financial resources, and licensure to perform the contract.

"Responsive bid" means a bid that conforms in all material respects to the invitation for bids.

2. Authority To Enter Into And Execute Contracts. All contracts ~~are to be approved by the Laketown Mayor~~shall be approved at the level required by Section 1.10.2 and executed by the Mayor on behalf of the Town. No department, office, advisory or policy board or other organization of the Town of Laketown, nor any officer or employee thereof, shall be empowered to execute any purchase order or contract except as specifically authorized in this ~~ordinance~~policy or by other applicable law. All contracts in violation of this provision are considered void and may result in the personal obligation and liability of persons at fault for such violations.

The existing sentence reads as if the Mayor approves every contract, which conflicts with the Council approval thresholds in 1.10.2. Rewritten to separate approval (who decides) from execution (who signs).

3. Conflict Of Interests Prohibited. No officer, employee, agent, representative or member of any committee of the town shall have a financial interest in any contract, bid, or proposal; receive any compensation or gift from any bidder or proposer; or have any other conflict of interest (See Utah Code ~~67-16 and 17-16a~~Title 10, Chapter 3, Part 13, Municipal Officers' and Employees' Ethics Act, and Utah Code Title 67, Chapter 16).

An officer or employee with a personal or financial interest in a proposed purchase, contract, bid, or fee waiver may not approve or vote on it and shall refer the matter to the Mayor, or to the Town Council if the

Mayor holds the interest. The disclosure and referral shall be stated on the record and entered in the minutes of the next regular Council meeting.

Utah Code Title 17, Chapter 16a is the County Officers and Employees Disclosure Act. It does not apply to a town. The correct municipal statute is 10-3-1301 et seq. Recusal on the record added — an unrecorded recusal proves nothing later.

4. Competitive Procurement. Unless exempted by this policy, all purchases and contracts shall be awarded on a competitive basis, as required by this ~~ordinance~~policy and applicable State and Federal law.

5. Participation In State Procurement Unit Agreement And Contracts. Pursuant to Utah Code 63G-6a-2105, the Town of Laketown may make purchases from or participate in state public procurement unit agreements and contracts, pursuant to the terms of said agreements and contracts without soliciting additional procurement options.

6. Unethical Purchasing Practices. Failure of any agent, officer or employee to comply with ethical purchasing requirements may result in suspension, termination, being personally liable for the purchase and/or criminal prosecution. All agents, officers and employees engaged in the procurement process for the Town of Laketown will maintain high ethical behavior in agreement with Utah Code 67-16, Utah Public Officers' and Employees' Ethics Act, and Utah Code Title 10, Chapter 3, Part 13, and avoid the following practices:

a. Dividing a procurement to avoid following policy (see Utah Code 63G-6a-2404.3)

b. Kickbacks and gratuities (see Utah Code 63G-6a-2404, 67-16-5 through 67-16-6)

c. Failure to disclose conflicts (see Utah Code 63G-6a-1205 & 67-16-9)

d. ~~Cost-plus0a-percentage-of-cost-contracts~~Cost-plus-a-percentage-of-cost contracts (see Utah Code 63G-6a-1205)

7. The Town of Laketown purchases are not subject to sales tax. For vendors requiring documentation of tax-exempt status, a TC-712G Exemption Certificate for Governments and Schools may be obtained from the town clerk at clerk@laketownutah.com.

8. Procurements Involving State or Federal Funds. When a procurement involves the expenditure~~s~~ of State or Federal funds, the Town of Laketown shall comply with the applicable State and Federal laws and regulations, including the Uniform Guidance at 2 CFR 200.317 through 200.327. Where a requirement of this policy conflicts with a Federal requirement applicable to the funding source, the Federal requirement controls. In particular, and notwithstanding any other provision of this policy:

a. The Town shall not apply any geographic or local preference in evaluating bids or proposals, except where expressly mandated by Federal statute (2 CFR 200.319(b));

b. Architectural and engineering services shall be procured by qualifications-based selection, with price negotiated only after the most qualified firm is selected (2 CFR 200.320(b)(2)(D)); and

c. The Town shall take affirmative steps to solicit small, minority, and women's business enterprises as required by 2 CFR 200.321.

This is the highest-risk item in the packet. The Town has a $1.35M federal Community Project Funding award for the second water source. The existing award standard in 1.10.2(6)(g) lists "proximity" as a permissible criterion, which is a geographic preference and is prohibited on federally funded procurement. A finding here can mean disallowed costs. Recommend confirming with the funding agency's grant officer before the water project goes to bid.

9. Appropriated Funds Required. No purchase or encumbrance may be approved that exceeds the appropriated budget for the applicable department or that is for a purpose not provided for in the Town budget. Consistent with Utah Code Section 10-5-115, an obligation incurred in excess of appropriations is invalid. A purchase requiring an appropriation not already in the budget requires Council action on a budget amendment before the obligation is incurred.

10. Claims Process and Records. All purchases remain subject to the Town's claims and pre-audit process under Utah Code Section 10-5-123. The Town shall retain quotes, written approvals, purchase orders, contracts, invoices, and bid records consistent with that section and the Town's records retention schedule.

1.10.2 Authorization Requirements For Purchases

1. Approval Levels. Purchases and encumbrances shall be approved as follows:

~~a. Purchases Up To $1,000. All procurements of services and goods in an amount less than $1,000 may be approved by the department supervisor, provided such procurements have been budgeted for within the department and are in line with the budgeted purposes and responsibilities of said department.~~

~~b. Purchases Over $1,000. All procurements of services and goods in an amount over $1,000 must have purchase approval by the department supervisor prior to the purchase.~~

a. **Up to and including $5,000, within an appropriated budget.** A purchase that does not exceed $5,000 and is within the assigned department's appropriated budget may be approved by the Council Department Supervisor for that department, or by the Purchasing Agent, without prior Council action. A purchase over $1,000 approved under this subsection shall be documented in writing before the purchase is made.

b. **Over $5,000.** All procurements of services, goods, and construction ~~and goods~~ in an amount over $5,000 must have purchase approval by ~~the department supervisor and~~ the Laketown Town Council. Documentation of the solicitation of three quotes or reference to the exemption of those requirements must be attached. (See quote sheet at the end of this policy).

c. **Over $15,000.** All procurements of services, goods, and construction ~~and goods~~ in an amount over $15,000 must be put out for competitive bid to be prepared ~~nd~~and approved by the Laketown Town Council (See ~~section of Competitive Bids~~Subsection 1.10.2(5) for requirements). Purchases over $15,000 require a written contract to be approved in an open meeting.

The $1,000 tier is collapsed into the $5,000 delegated tier, with written documentation preserved above $1,000. Note the aggregate: four Council Department Supervisors at $5,000 each, plus the Purchasing Agent concurrently. The Council should decide that number knowingly.

2. Assignment of Council Department Supervisors.

a. The Town Council shall, by resolution, assign council members to supervise the administrative departments and functions of the Town, including roads and streets, culinary water and water billing, town parks, and Town-sponsored events. The Council should adopt or re-adopt the assignment resolution at the first regular meeting following each municipal general election, and may amend it at any time.

b. Each department or function should be assigned to a single council member. The Purchasing Agent retains the approval authority described in Subsection 1.10.2(1)(a) over any department or function not assigned.

c. Authority under this Section is concurrent, so that a budgeted purchase within a department may be approved by either the assigned Council Department Supervisor or the Purchasing Agent.

Concurrent authority matters in a town this size. A single-approver design fails the first week the assigned member is unreachable.

3. Avoidance Of Approval And Written Contract Requirements. Purchases shall not be divided into smaller purchases for the purpose of evading the approval process required by this policy, or for the purpose of avoiding the need to obtain a written contract, a competitive bidding requirement, or a bonding requirement.

4. Emergency Purchases.

a. In an Emergency, the Purchasing Agent, or a Council Department Supervisor acting with the concurrence of the Purchasing Agent, may approve a purchase that exceeds the level otherwise applicable under Subsection 1.10.2(1), to the extent reasonably necessary to address the Emergency.

b. The approving official shall document the nature of the Emergency and the purchase, and shall report it to the Town Council at its next regular meeting. The Council shall consider ratification at that meeting.

c. This Section does not authorize an expenditure in excess of total available appropriations. If an emergency purchase requires funds not available in the budget, the Mayor shall bring a budget amendment to the Council as promptly as practicable.

5. Reporting and Council Oversight. All purchases approved under delegated authority shall appear on the register of claims or warrants presented to the Town Council at its next regular meeting, identified as delegated approvals with the approving official named. The Town Council retains full oversight of Town spending, including authority to review delegated purchases, adjust the assignments made under Subsection 1.10.2(2), and amend this policy.

Deliberately omits any statement that Council ratification means no official binds the Town acting alone. That is not accurate — the Town is obligated when the purchase order issues and the vendor performs. Approving a claims register authorizes payment; it does not validate the underlying obligation. Stating otherwise in adopted policy creates a sentence that can be quoted against the Town.

6. Competitive Sealed Bids — When Required.

a. All procurements of goods, services, and construction (public works) which are reasonably anticipated to exceed $15,000 shall be obtained by competitive sealed bidding. The Laketown Town Council may also require competitive sealed bidding for the procurement of goods ~~and services~~, services, or construction for any amount.

Existing subsection said "goods" only, while 1.10.2(4) said "services and goods." As written, a $200,000 services or construction contract required no sealed bidding. This closes that.

b. In the event that bids exceed available funds and the lowest responsive and responsible bid does not exceed funds available by more than five percent, the Laketown Town Council may, where time or economic considerations preclude re-solicitation of work of a reduced scope, negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds.

c. Content Of Invitation For Bids. An invitation for bids shall:

i. State that the Town of Laketown is seeking bids for a procurement;

ii. Contain information on how to contact the person with the most knowledge about the procurement;

iii. State the period of time during which bids will be accepted;

iv. Describe the manner in which a bid shall be submitted;

v. State the address at which a bid may be submitted, and the person to whom the bid should be submitted;

vi. Describe the goods or services sought to be procured;

vii. List or refer to the objective criteria that will be used to evaluate the bids.

viii. To the extent possible, include or reference significant contractual terms and conditions.

ix. State the date, time and place for the public opening of all bids.

x. For a contract for the construction, alteration, or repair of a public building or public work, state the bonding and bid security requirements under Subsection 1.10.2(7);

xi. An invitation to bid may require attendance at a pre-bid meeting for the purpose of obtaining additional information relevant to the bid. The invitation shall list the time, date and place of any pre-bid meeting that will take place.

xii. An invitation to bid may require that a bidder obtain additional specifications and objective criteria too lengthy to publish in the invitation for bids. The invitation to bid shall indicate where such information may be obtained.

d. All invitations for sealed bids shall be posted at least once in conspicuous view in the Laketown Town Office in Laketown, Utah, outside the office door, and inside and outside of the Laketown post office, ~~at Dee's Service Station,~~ and on the Utah Public Notice website at http://pmn.utah.gov, and on the Laketown website at www.laketownutah.com, and at such other conspicuous public locations within the Town as the Town Clerk may designate, at least 15 days prior to the deadline for submission of a bid.

A named private business as a mandatory posting location makes the ordinance unperformable if that business closes or declines. The general clause lets the Clerk keep posting there without the requirement depending on it.

e. All sealed bids shall be opened by the Laketown Mayor or designated representative in an open public meeting, before one or more witnesses, at the time and place indicated in the invitation for bids. The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.

f. ~~The Laketown Town Council shall reject bids for further evaluation that are: incomplete, illegible, conditional, modify bid requirements, contain additional terms or conditions, divide bid into parts, failed to attend required pre-bid meetings, fail to confirm requirements or specifications, the bidder has a pending dispute with the Town of Laketown on a previous project or where the Laketown Town Council reasonable concludes that the bidder is unable to satisfactorily fulfill the bid requirements or has engaged in unlawful or unethical conduct in attempting to secure the bid.~~ A bid shall be rejected as non-responsive if it is incomplete or illegible, is conditional, modifies the bid requirements, contains additional terms or conditions, divides the bid into parts contrary to the invitation, fails to meet the stated specifications, or was submitted by a bidder that failed to attend a required pre-bid meeting. A bidder may be found non-responsible, and its bid rejected, if the Town Council reasonably concludes on the record that the bidder lacks the capability, integrity, experience, financial resources, or licensure to perform the contract, or has engaged in unlawful or unethical conduct in attempting to secure the bid. Any bidder whose bid has been rejected may obtain from the town clerk a written finding stating the specific reason the bid was rejected.

Two changes. First, responsiveness (defects in the bid) and responsibility (defects in the bidder) are separated — they carry different standards and a responsibility finding requires a record. Second, "the bidder has a pending dispute with the Town on a previous project" is deleted as a mandatory rejection ground. Automatically disqualifying a contractor for having a live claim against the Town penalizes the exercise of legal rights and is the kind of provision that gets a rejection overturned.

g. The Laketown Town Council shall award the ~~bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bid which may include: experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonable specified in the invitation to bid.~~contract to the lowest responsive and responsible bidder, applying the criteria for responsiveness and responsibility stated in the invitation for bids. Where the Town determines that award based on factors in addition to price is appropriate, it shall use a request-for-proposals process that discloses the evaluation criteria and their relative weight in the solicitation, rather than competitive sealed bidding. The Town shall not apply a geographic or local preference.

The existing standard lets the Council award a sealed bid to someone other than the low bidder on subjective grounds. That is a best-value award run through an invitation-for-bids process, and it is the single most common way a municipality loses a bid protest. The fix is not to abandon best-value — it is to use an RFP when best-value is what you want, so bidders know the rules before they price the job. "Proximity" is removed for the federal-funds reason noted in 1.10.1(8).

h. Tied bids may be resolved using any reasonable criteria and at the sole discretion of the Laketown Town Council.

i. The Laketown Town Council may cancel the bid process or reject all bids in whole or in part if it determines that; no bids met bid requirements, there are insufficient funds, the item is no longer needed or the specifications or timing does not meet the Town of Laketown's current needs or long-term plans. In the event of a bid cancelation the Laketown Town Council shall publicly state the reason for the cancellation and make that information available for public inspection.

j. Exemptions from competitive bid requirements ~~may include the following: sole source providers, service contracts with professionals or specialists, emergency purchases.~~are limited to: (i) sole source procurements, where only one source can reasonably supply the goods, services, or construction; (ii) professional services of an architect, engineer, attorney, auditor, physician, or other licensed professional retained for professional judgment rather than a deliverable capable of specification; and (iii) Emergency purchases under Subsection 1.10.2(4). The Purchasing Agent shall sufficiently document the reason for not competitively bidding the procurement and have it approved by the Laketown Town Council in an open meeting before the obligation is incurred, except for an Emergency purchase, which shall be documented and ratified under Subsection 1.10.2(4).

"Service contracts with professionals or specialists" is broad enough to exempt nearly any service contract — almost any vendor can be described as a specialist. Narrowed to licensed professional services retained for judgment. Note that on federally funded work, architectural and engineering services must still use qualifications-based selection under 2 CFR 200.320(b)(2)(D); this exemption does not remove that requirement.

k. ~~Protests to the bidding process shall be submitted to the Laketown Town Council in writing within 2 business days. The Laketown Town Council will respond to the protest within 5 business days of receiving the complaint. The Laketown Town Council's decision may be appealed to the Laketown Mayor in writing within 2 business days. The Laketown Mayor may address the appeal at the next regularly scheduled Laketown Town Council meeting or hold a special meeting to evaluate the merits of the protest appeal.~~Protests. A protest of a solicitation or an award shall be submitted in writing to the Purchasing Agent. A protest challenging the terms of a solicitation shall be filed before the opening of bids. A protest challenging an award shall be filed within seven (7) days after the protester knows or should have known of the facts giving rise to the protest. The Purchasing Agent shall issue a written decision. A protester may appeal the decision in writing to the Town Council within seven (7) days after the decision, and the Town

Council shall consider the appeal at its next regular meeting or at a special meeting. The Town shall not execute the contract while a timely protest or appeal is pending, unless the Town Council determines in writing that award without delay is necessary to protect the interests of the Town.

The existing chain runs backwards: the Council decides first, then a single officer hears the appeal of the Council's decision. Reversed so review runs upward to the legislative body. Two business days is not a workable protest window. The stay provision is added because a protest process that cannot stop an award before signature accomplishes nothing.

7. Bonds and Bid Security for Public Construction.

a. For any contract for the construction, alteration, or repair of a public building or public work, the Town shall comply with Utah Code Sections 14-1-18 through 14-1-21. The successful contractor shall furnish, before the contract takes effect, a payment bond and a performance bond, each in an amount equal to one hundred percent (100%) of the contract price, issued by a surety authorized to do business in Utah. The Town may also require bid security.

b. The Town Council may waive a bonding requirement under this Section, in whole or in part, on a written determination made in an open meeting that: (i) bonds cannot reasonably be obtained for the work involved; (ii) the cost of the bond exceeds the risk to the Town; or (iii) bonds are not necessary to protect the interests of the Town. A waiver shall not be granted where a payment bond is required by Utah Code Section 14-1-18 or by the terms of a State or Federal funding award.

The waiver provision is essential. The State's own rule for executive branch procurement sets the bond threshold at $50,000 and permits a written waiver on these three grounds. Without a waiver valve, the Town would require full payment and performance bonds on a $16,000 waterline repair that the State would not bond at all — and in Rich County the likely result is no bids. The counterweight: if a Utah public entity fails to obtain a required payment bond, unpaid laborers and suppliers may demand payment directly from the entity, so the requirement itself should stay.

8. Review of Thresholds. The Town Council shall review the dollar thresholds in this Section at the first regular meeting following each municipal general election and adjust them as it determines appropriate.

1.10.3 Waiver of Late Fees on Town Water Accounts

Entirely new. No existing provision authorizes waiver of a late fee, which means every informal waiver granted to date rests on nothing.

1. Authority. The Council Department Supervisor assigned to the water function, working with the Town Clerk, may waive or adjust a late fee or penalty on a Town water account under this Section. Neither may act on a request in which either has a conflict of interest under Subsection 1.10.1(3); such a request goes to the Mayor, or to the Town Council if the Mayor holds the conflict.

2. Scope. Late fees and penalties only. This Section does not authorize waiver of the charge for water actually used, or of any other Town charge.

3. Grounds for Waiver.

a. **Town error — waived in full.** The late fee resulted from a Town billing, metering, or posting error, or from a timely payment the Town applied late.

b. **First-time courtesy — one per rolling 12 months.** The account holder has no other late payment in the prior 12 months and the account is otherwise in good standing.

c. **Documented hardship.** The account holder shows a hardship such as a serious medical event, job loss, or a death in the household, supported by a brief written explanation. Limited to $50.00 per account per fiscal year.

d. **Verified delivery failure.** The account holder shows that a bill or notice was not delivered for reasons outside the account holder's control.

Set the hardship cap to roughly one billing quarter's worth of late fees under the Town's current fee schedule, so it stays a courtesy rather than material relief.

4. Grounds Insufficient. A repeated pattern of late payment, a request that does not fit Subsection 3, or a request exceeding the limits in Subsection 3 is not granted under this Section. Such a request may be brought to the Town Council.

5. Consistent Treatment. Waivers shall be applied consistently, so that account holders in similar circumstances are treated alike. This Section does not authorize any waiver that would constitute an unlawful gift of public funds.

6. Records and Reporting. The Town Clerk shall log each waiver, including the account, amount, date, ground, and approving official. The Clerk shall report to the Town Council not less often than quarterly. **The quarterly report shall state the number of waivers, the total dollar amount, and a breakdown by ground under Subsection 3, without identifying individual accounts or the personal circumstances supporting a hardship waiver.** The detailed log shall be available to Council members on request and shall be classified consistent with the Government Records Access and Management Act.

This matters. Hardship grounds include medical events, job loss, and deaths in the household. Putting account-level detail with reasons into a quarterly Council packet publishes protected personal information about identifiable residents in a town where everyone will know whose account it is. Aggregate publicly; keep the detail in a records-classified log.

7. Council Authority Preserved. Nothing in this Section limits the authority of the Town Council to set water rates and fees, to revise this Section, or to review any waiver made under it.

Items Requiring a Council Decision

1. **The $5,000 delegated threshold, in aggregate.**

   Four Council Department Supervisors at $5,000 each, plus the Purchasing Agent with concurrent authority over all of it and exclusive authority over anything unassigned. Whether that is right for Laketown is a policy judgment, but the Council should hear the aggregate stated plainly rather than discover it later.

2. **Whether "department supervisor" currently means a Town employee.**

   The existing code assigns approval authority to "the department supervisor" without defining it. If that has in practice meant a Town employee — a water operator or road foreman — this rewrite moves that authority to elected council members. That is a substantive change and should be made openly rather than through a definitional cross-reference.

3. **Adopt as one ordinance or three.**

   Spending delegation, procurement and bonding reform, and water fee waivers are three subjects. Bundled, a council member uneasy about the bonding changes must vote against the water waivers to register it, and any future amendment reopens all three. Three ordinances cost one additional publication and produce a cleaner record.

4. **Confirm the federal procurement question before the water project bids.**

   The Community Project Funding award carries Uniform Guidance procurement requirements that are stricter than this policy in several respects. Worth a written confirmation from the grant officer that the Town's adopted procedures satisfy 2 CFR 200.317 through 200.327 before the second water source goes out to bid, rather than after.

This document is a drafting aid prepared for the Town's consideration. It is not legal advice, and the Town's attorney should review it before adoption.

Laketown

Operational Budget Report

10 General Fund - 07/01/2026 to 08/12/2026

16.67% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes					
3110 General property taxes - current	426.83	96.67	141.84	26,000.00	0.55%
3120 General property taxes - prior year redemption	0.00	0.00	0.00	400.00	0.00%
3130 General sales taxes	16,704.61	0.00	6,968.01	72,000.00	9.68%
3170 Fee in lieu of personal property tax	586.52	213.66	502.07	1,500.00	33.47%
3190 Penalties and interest on taxes	4.20	2.58	3.44	50.00	6.88%
Total Taxes	**17,722.16**	**312.91**	**7,615.36**	**99,950.00**	**7.62%**
Licenses and permits					
3210 Business licenses	0.00	0.00	0.00	1,000.00	0.00%
3221 Road Maintenance Fees	7,500.00	0.00	0.00	7,500.00	0.00%
3222 Special permits	300.00	0.00	200.00	100.00	200.00%
3223 Subdivision fees	0.00	0.00	0.00	400.00	0.00%
3224 Parks and recreation fees	0.00	0.00	0.00	150.00	0.00%
Total Licenses and permits	**7,800.00**	**0.00**	**200.00**	**9,150.00**	**2.19%**
Intergovernmental revenue					
3332 TRT Income	0.00	0.00	0.00	66,000.00	0.00%
3356 Class C road allotment	0.00	0.00	0.00	29,060.00	0.00%
Total Intergovernmental revenue	**0.00**	**0.00**	**0.00**	**95,060.00**	**0.00%**
Interest					
3610 Interest earnings	2,599.63	0.00	0.00	10,000.00	0.00%
Total Interest	**2,599.63**	**0.00**	**0.00**	**10,000.00**	**0.00%**
Miscellaneous revenue					
3431 Office Cleaning Fee	0.00	0.00	1,059.73	0.00	0.00%
3432 Activity Comittee Event Revenue	7,672.00	0.00	1,454.00	30,000.00	4.85%
3690 Miscellaneous revenue	490.44	0.00	0.00	1,500.00	0.00%
4527 Activity Committee Playground Equipment Donations	1,396.80	0.00	0.00	0.00	0.00%
4531 Activity Committee Donations	0.00	0.00	0.00	1,500.00	0.00%
Total Miscellaneous revenue	**9,559.24**	**0.00**	**2,513.73**	**33,000.00**	**7.62%**
Contributions and transfers					
3990 Fund balance appropriated	0.00	0.00	0.00	79,100.00	0.00%
Total Contributions and transfers	**0.00**	**0.00**	**0.00**	**79,100.00**	**0.00%**
Building Inspections					
3700 Building Inspection - Permit Deposits	0.00	0.00	500.00	6,000.00	8.33%
3701 Building Inspection - Permit Fee	0.00	0.00	321.99	20,000.00	1.61%
3702 Building Inspection - Renewal Fee	0.00	0.00	0.00	500.00	0.00%
3703 Building Inspection - Plan Review Fee	0.00	0.00	64.40	500.00	12.88%
3704 Building Inspection - State Fee	0.00	0.00	3.22	200.00	1.61%
Total Building Inspections	**0.00**	**0.00**	**889.61**	**27,200.00**	**3.27%**
Total Revenue:	**37,681.03**	**312.91**	**11,218.70**	**353,460.00**	**3.17%**
Expenditures:					
Administrative					
4111 Admin Salaries and wages	3,444.26	0.00	2,293.37	30,000.00	7.64%
4112 Admin Council expenses	0.00	0.00	0.00	6,500.00	0.00%
4113 Admin Employee benefits	644.76	0.00	395.68	9,000.00	4.40%
4121 Admin Dues and memberships	75.82	0.00	165.00	1,000.00	16.50%
4123 Admin Travel and training	175.90	0.00	0.00	2,000.00	0.00%
4124 Admin Office expense and supplies	829.12	0.00	423.81	6,000.00	7.06%
4127 Admin Office cleaning	350.00	250.00	450.00	3,000.00	15.00%
4128 Admin Utilities	210.29	66.53	128.18	3,000.00	4.27%
4129 Activity Commitee Event (& Donations) Expenses	8,877.49	3,116.37	5,919.16	35,000.00	16.91%
4130 Activity Commitee Budgeted Expenses	146.28	60.59	60.59	3,000.00	2.02%
4131 Admin Attorney fees	560.00	0.00	0.00	5,000.00	0.00%
4132 Admin Accounting and auditing	0.00	0.00	0.00	15,000.00	0.00%
4133 Admin Engineering	0.00	0.00	0.00	12,000.00	0.00%
4134 Admin Codification	1,572.50	0.00	76.25	8,000.00	0.95%
4135 Admin Information technology	1,601.99	635.00	686.99	8,000.00	8.59%
4136 Admin Planning and zoning expenses	0.00	0.00	0.00	1,600.00	0.00%
4151 Admin Insurance	1,628.38	0.00	1,721.57	8,000.00	21.52%
4161 Admin Miscellaneous expense	990.44	0.00	4,582.88	13,760.00	33.31%
4163 Admin Elections	0.00	0.00	0.00	1,500.00	0.00%
Total Administrative	**21,107.23**	**4,128.49**	**16,903.48**	**171,360.00**	**9.86%**

July 2nd
Food & paper products
$6000
Pd 6/29

because invoice [illegible]

Laketown
Operational Budget Report
10 General Fund - 07/01/2026 to 08/12/2026
16.67% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Sanitation					
4344 Mosquito fogging expense	0.00	0.00	0.00	400.00	0.00%
4345 Sanitation	980.00	0.00	340.00	3,800.00	8.95%
Total Sanitation	**980.00**	**0.00**	**340.00**	**4,200.00**	**8.10%**
Roads and streets					
4425 Streets Equipment supplies and maintenance	0.00	0.00	0.00	4,500.00	0.00%
4428 Streets Utilities/Lights	343.95	0.00	307.93	4,500.00	6.84%
4446 Streets Snow removal	0.00	0.00	0.00	13,000.00	0.00%
4474 Streets Capital outlay	7,605.00	0.00	0.00	10,000.00	0.00%
Total Roads and streets	**7,948.95**	**0.00**	**307.93**	**32,000.00**	**0.96%**
Parks					
4521 Parks League Admin	750.00	0.00	0.00	1,000.00	0.00%
4524 Parks Supplies	602.36	0.00	89.99	700.00	12.86%
4525 Parks Equipment maintenance	385.21	126.68	126.68	1,500.00	8.45%
4526 Parks Maintenance	1,674.03	0.00	287.56	2,200.00	13.07%
4528 Parks Utilities	13.17	0.00	16.09	1,000.00	1.61%
4530 Parks Restroom Improvement	0.00	0.00	112.50	75,000.00	0.15%
4574 Parks Capital outlay	0.00	0.00	0.00	3,000.00	0.00%
Total Parks	**3,424.77**	**126.68**	**632.82**	**84,400.00**	**0.75%**
Transfers					
4831 Transfers out to Water Fund (payroll)	0.00	0.00	0.00	30,000.00	0.00%
Total Transfers	**0.00**	**0.00**	**0.00**	**30,000.00**	**0.00%**
Building Inspections					
4500 Building Inspection - Inspector Fees	0.00	1,620.00	5,615.00	20,000.00	28.08%
4501 Building Inspection - Office Supplies & Misc	0.00	0.00	0.00	1,000.00	0.00%
4502 Building Inspection - Refund Deposit	0.00	0.00	0.00	10,000.00	0.00%
4503 Building Inspection - State Fee	0.00	0.00	87.05	500.00	17.41%
Total Building Inspections	**0.00**	**1,620.00**	**5,702.05**	**31,500.00**	**18.10%**
Total Expenditures:	**33,460.95**	**5,875.17**	**23,886.28**	**353,460.00**	**6.76%**
Total Change In Net Position	**4,220.08**	**(5,562.26)**	**(12,667.58)**	**0.00**	**0.00%**

Rodeo

Laketown

Operational Budget Report

21 Rodeo Fund - 07/01/2026 to 08/12/2026

16.67% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Intergovernmental revenue					
3337 Rich County room tax	120,390.00	0.00	0.00	0.00	0.00%
Total Intergovernmental revenue	**120,390.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Charges for services					
3470 Gate sales	27,916.46	0.00	0.00	25,000.00	0.00%
3471 Pre sale tickets	40,859.16	27,040.02	61,383.62	35,000.00	175.38%
3472 Rodeo banner fees	2,982.35	0.00	500.00	3,000.00	16.67%
3473 Rodeo chute sponsor fees	0.00	0.00	0.00	3,000.00	0.00%
3475 Rodeo program sponsor fees	200.00	0.00	0.00	0.00	0.00%
3476 Mutton Bustin'	690.00	390.00	720.00	700.00	102.86%
Total Charges for services	**72,647.97**	**27,430.02**	**62,603.62**	**66,700.00**	**93.86%**
Interest					
3610.1 Interest earnings	1,064.74	0.00	0.00	3,000.00	0.00%
Total Interest	**1,064.74**	**0.00**	**0.00**	**3,000.00**	**0.00%**
Miscellaneous revenue					
3690 Miscellaneous revenue	21,242.40	0.00	0.00	400.00	0.00%
3692 Rodeo Arena Rental Fees	0.00	0.00	0.00	250.00	0.00%
Total Miscellaneous revenue	**21,242.40**	**0.00**	**0.00**	**650.00**	**0.00%**
Contributions and transfers					
3990 Fund balance appropriated	0.00	0.00	0.00	20,600.00	0.00%
Total Contributions and transfers	**0.00**	**0.00**	**0.00**	**20,600.00**	**0.00%**
Total Revenue:	**215,345.11**	**27,430.02**	**62,603.62**	**90,950.00**	**68.83%**
Expenditures:					
Administrative					
4124 Rodeo Office expense and supplies	1,438.94	723.32	987.64	2,000.00	49.38%
Total Administrative	**1,438.94**	**723.32**	**987.64**	**2,000.00**	**49.38%**
Rodeo					
4525.1 Rodeo Equipment supplies and maintenance	20,570.37	0.00	13,298.00	- bleacher weed spray 35,000.00	37.99%
4526 Rodeo Arena maintenance	0.00	0.00	0.00	1,400.00	0.00%
4528.1 Rodeo Utilities	176.59	0.00	48.79	2,000.00	2.44%
4541.1 Rodeo Cash for Gate Sales	500.00	0.00	500.00	500.00	100.00%
4542 Rodeo Queen contest expense	0.00	0.00	0.00	4,000.00	0.00%
4542.1 Rodeo Arena Chase Contests	1,320.00	1,050.00	1,050.00	1,350.00	77.78%
4543 Rodeo Porta Potties	2,152.00	0.00	0.00	8,000.00	0.00%
4544 Rodeo Dinner	0.00	0.00	0.00	2,000.00	0.00%
4546 Rodeo Contractor	21,400.00	22,000.00	22,000.00	25,000.00	88.00%
4547 Rodeo Clowns	1,900.00	1,950.00	1,950.00	2,000.00	97.50%
4548 Rodeo Mini Bulls	1,800.00	1,950.00	1,950.00	2,500.00	78.00%
4550 Rodeo sales tax	0.00	0.00	0.00	5,000.00	0.00%
4551 Mutton Bustin' Expense	0.00	0.00	200.00	200.00	100.00%
Total Rodeo	**49,818.96**	**26,950.00**	**40,996.79**	**88,950.00**	**46.09%**
Total Expenditures:	**51,257.90**	**27,673.32**	**41,984.43**	**90,950.00**	**46.16%**
Total Change In Net Position	**164,087.21**	**(243.30)**	**20,619.19**	**0.00**	**0.00%**

Laketown

Operational Budget Report
41 Capital Projects Fund - 07/01/2026 to 08/12/2026
16.67% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Expenditures:					
Roads and streets					
4474 Streets Capital outlay	217,917.95	0.00	0.00	0.00	0.00%
Total Roads and streets	217,917.95	0.00	0.00	0.00	0.00%
Total Expenditures:	217,917.95	0.00	0.00	0.00	0.00%
Total Change In Net Position	(217,917.95)	0.00	0.00	0.00	0.00%

water

Laketown
Operational Budget Report
51 Water Fund - 07/01/2026 to 08/12/2026
16.67% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
3690 Miscellaneous revenue	246.44	0.00	0.00	0.00	0.00%
5140 Water service	(5,948.65)	91.09	91.09	115,000.00	0.08%
5310 Water Connection fees	0.00	0.00	0.00	15,000.00	0.00%
5320.1 Water Impact Fees - Standard Size	0.00	0.00	0.00	28,500.00	0.00%
5340 Water Transfer fee	150.00	150.00	150.00	300.00	50.00%
5410 Water Late fees	475.00	0.00	0.00	700.00	0.00%
5480 Fee In Lieu of Water Right	0.00	0.00	0.00	6,400.00	0.00%
5490 Water other operating income	25.00	0.00	0.00	700.00	0.00%
Total Operating income	**(5,052.21)**	**241.09**	**241.09**	**166,600.00**	**0.14%**
Operating expense					
6110 Water Salaries and wages	3,444.22	0.00	2,293.34	25,000.00	9.17%
6130 Water Employee benefits	644.58	0.00	395.60	1,700.00	23.27%
6210 Water Dues and memberships	469.00	0.00	0.00	2,000.00	0.00%
6230 Water Travel and training	0.00	0.00	0.00	4,000.00	0.00%
6240 Water Office expenses and supplies	1,022.00	0.00	0.00	2,900.00	0.00%
6281 Water Utilities	393.39	0.00	357.85	7,800.00	4.59%
6313 Water Professional fees	0.00	0.00	5,477.50	15,000.00	36.52%
6420 Water Samples	0.00	0.00	25.00	1,500.00	1.67%
6450 Water System equipment and maintenance	2,919.97	0.00	0.00	40,000.00	0.00%
6610 Water Miscellaneous expense	0.00	0.00	0.00	9,000.00	0.00%
6615 Prepaid Water Hookup Refund	0.00	0.00	0.00	3,000.00	0.00%
6690 Water Depreciation expense	0.00	0.00	0.00	66,000.00	0.00%
Total Operating expense	**8,893.16**	**0.00**	**8,549.29**	**177,900.00**	**4.81%**
Total Income From Operations:	**(13,945.37)**	**241.09**	**(8,308.20)**	**(11,300.00)**	**73.52%**
Non-Operating Items:					
Non-operating income					
5210 Transfers in from the General Fund (payroll)	0.00	0.00	0.00	30,000.00	0.00%
5211 Fund Balance Appropriated	0.00	0.00	0.00	24,300.00	0.00%
5610 Water Interest income	2,029.45	0.00	0.00	8,000.00	0.00%
Total Non-operating income	**2,029.45**	**0.00**	**0.00**	**62,300.00**	**0.00%**
Non-operating expense					
6810 Water Principal expense	0.00	0.00	0.00	35,000.00	0.00%
6820 Water Interest expense	0.00	0.00	0.00	16,000.00	0.00%
Total Non-operating expense	**0.00**	**0.00**	**0.00**	**51,000.00**	**0.00%**
Total Non-Operating Items:	**2,029.45**	**0.00**	**0.00**	**11,300.00**	**0.00%**
Oldham Engineering					
3225 Oldham Subdivision Engineering	0.00	0.00	0.00	12,000.00	0.00%
4475 Oldham Subdivision Engineer Fees	0.00	0.00	0.00	12,000.00	0.00%
Total Oldham Engineering	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Income or Expense	**(11,915.92)**	**241.09**	**(8,308.20)**	**0.00**	**0.00%**