



Town of Laketown
 P.O. Box 118
 10 North 200 East
 Laketown, UT 84038
 (435) 946-9000
 clerk@laketownutah.com

Mayor Burdette W. Weston
 Town Council Members:
 Dallas Clark
 Gary Ogilvie
 Delora Wight
 Eldon Robinson

Laketown Town Council Agenda April 7, 2021

Notice is hereby given that the Town of Laketown Town Council will meet at 6:00 p.m. on Wednesday April 7, 2021 before their regularly scheduled meeting to go on a field trip throughout Laketown to look at trailers, the cemetery road, a water meter at Earley's property and parking in the right of way of streets. After this they will hold their regularly scheduled meeting at 7:00 p.m. on Wednesday April 7, 2021 in the Laketown Town Office located at 10 North 200 East Laketown, Utah.

In our effort to listen and follow the directions of our STATE AND LOCAL AUTHORITIES to avoid social gatherings in groups of more than 10 people and for local governments to remain open and still provide services, the public is invited to attend this meeting electronically. You can dial in using your phone in the United States: +1 (224) 501-3412 Access Code: 311-965-253. *****PLEASE WEAR A MASK IF YOU ATTEND MEETINGS IN PERSON***** Our council chamber room capacity is 16 when social distancing. We advise that you call in.

7:00 p.m. REGULAR MEETING AGENDA

1. Call to Order – Mayor Burdette Weston
2. Opening Ceremony – TBD
3. Roll Call
4. Approval of Agenda
5. Approval of Prior Meeting Minutes

6. 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.

7. OTHER ITEMS OF BUSINESS:

- A. Sexual Assault Awareness Month and annual report – **CAPSA Representative**
- B. 250 South/Rodeo Lane repair – **Robyn and Troy Esterholdt and Travis Muirbrook**
- C. O’Mealy Lawn Care Business License application – **Justin O’Mealy**

8. ACTION ITEMS:

- A. Action Items from previous meeting – **Mayor Burdette Weston**
- B. **PUBLIC HEARING BUDGET AMENDMENT**

General Fund – Income: add Appropriation of beginning fund balance \$38,565; increase CARES Act revenue by \$23,326; Expenses: increase CARES expenses and supplies by \$23,326; increase attorney fees by 1000.00; decrease codification by \$500; increase street capital outlay by \$4525.00 for paving intersection at 100 West 100 South.

Rodeo Fund – In May and June 2020 we did not think we could hold the rodeo because of COVID-19 and therefore did not budget for it. Bear River Health Department said we can hold the rodeo so the

income and expenses for the rodeo are added: Income: increase gate sales by \$9,000; increase pre-ticket sales by \$10,000; increase rodeo banner fees by \$800; increase chute sponsor fees by \$1,000; increase poster sponsor fees by \$300; increase program sponsor fees by \$400; increase rodeo sales tax by \$1334; Expenses: increase rodeo equipment supplies and maintenance by \$5,000; decrease rodeo arena maintenance by \$20,273 to move the expense for the water system to capital outlay; increase cash for pre-ticket sales by \$1540; increase queen contest by \$1665 - buckles were already paid for; increase rodeo dinner by \$900; increase rodeo contractor by \$12,000; increase rodeo capital outlay by \$44,600 for watering system \$20,272.60 and new bleachers \$24,300. \$40,000 of this expense is paid for by the Rich County Room Tax Grant.

Water Fund – Income: decrease late fees by \$500 because late fees are waived to provide relief during COVID-19; Expenses: decrease travel and training by \$1,000 because our water system operator did not attend the spring conference; increase water samples by \$1982 to cover the cost of required lead and copper samples; increase miscellaneous expense by \$322 for water bond insurance; increase water capital outlay by \$29,140 to cover what has already been spent and \$21,000 for looping the water line on SR30 in spring 2021; decrease water principal expense by \$28,320 to match payment made October 2020; increase water interest expense by \$16,650 correctly categorizing the expense by principal and interest and lowering the combined expense by \$11,670 to match what was paid this fiscal year; Budget Deficit.

C. PUBLIC HEARING – Ordinance 2021-01 Conflict of Interest Policy– Consideration to amend the Administration town code to establish the conflict-of-interest policy 1-9

D. PUBLIC HEARING – Ordinance 2021-10 Procurement Policy – Consideration to amend the Administration town code to establish procurement policy 1-10

E. PUBLIC HEARING – Ordinance 2021-02 Ethical Behavior Policy – Consideration to amend the Administration town code by establishing ethical behavior policy and an ethical behavior pledge form 1-11

F. PUBLIC HEARING – Ordinance 2021-04 Travel Policy – Consideration to amend the Administration town code by establishing travel policy 1-12

G. Preliminary FY 2022 Budget Planning

9. COUNCIL BUSINESS:

A. Planning & Zoning Commission Report on March 31, 2021 meeting and recommendations to the Town Council – Chairman Duane Robinson

1. Building Permits

a. Matt Vance

b. Mike Draper

c. Erin Quinn

d. Bill Shupe shed

2. Town Code 10-6A-6A update to correspond to table in 10-6A-4

B. Water Updates – Councilmember Delora Wight

C. Rodeo & Arena Updates – Mayor Weston

D. Roads & Streets Updates – Councilmember Gary Ogilvie

E. Park & Recreation Updates – Councilmember Dallas Clark

1. Rocky Mountain Power WattSmart Program for LED Lights

F. Zoning Maps – Mayor Burdette Weston

10. MAYOR REPORTS:

- A. Bear Lake Regional Commission Report – **Mayor Burdette Weston**
- B. Governor Cox Issues Drought Executive Order March 17, 2021 – **Mayor Burdette Weston**

11. WORKSHOP ITEMS:

- A. **CODE AMENDMENT: Reporting Fraud and Abuse Policy** – Consideration to amend the town code by adding written reporting fraud and abuse policy as outlined in the state auditor’s fraud risk assessment – **Ordinance 2021-03 – Mayor Burdette Weston**
- B. **CODE AMENDMENT: Credit/Purchasing Cards Policy** – Consideration to amend the town code by adding written credit/purchasing policy as outlined in the state auditor’s fraud risk assessment – **Ordinance 2021-05 – Mayor Burdette Weston**
- C. **CODE AMENDMENT: Personal Use of Entity Assets Policy** – Consideration to amend the town code by adding written personal use of entity assets policy as outlined in the state auditor’s fraud risk assessment – **Ordinance 2021-06 – Mayor Burdette Weston**
- D. **CODE AMENDMENT: IT and computer security Policy** – Consideration to amend the town code by adding written IT and computer security policy as outlined in the state auditor’s fraud risk assessment – **Ordinance 2021-07 – Mayor Burdette Weston**
- E. **CODE AMENDMENT: Cash receipting and Deposits Policy** – Consideration to amend the town code by adding written cash receipting and deposits policy as outlined in the state auditor’s fraud risk assessment – **Ordinance 2021-08 – Mayor Burdette Weston**
- F. **CODE AMENDMENT: STORAGE OF RECREATIONAL VEHICLES IN TOWN CODE** – In November 2020 Mayor Weston asked each member of the council to review the storage of recreational vehicles in the town code. Any changes needed will be discussed. **Ordinance 2021-09 – Mayor Burdette Weston**
- G. **CODE AMENDMENT: LIGHT INDUSTRIAL ZONE CONVERTED TO COMMERCIAL ZONE** – At some point in the past, the decision was made by the town council to convert the light industrial zone to commercial zone. This ordinance makes this change. **Ordinance 2021-11 – Mayor Burdette Weston**
- H. **CODE AMENDMENT: DARK SKIES** – Consideration to protect darkness in Laketown in support of dark skies. **Ordinance 2021-11 – Councilmember Gary Ogilvie**
- I. **CODE AMENDMENT: SET BACK IN COMMERCIAL ZONE NEEDS TO BE ESTABLISHED**
- J. **CODE AMENDMENT: DEFINITIONS OF AN IMPROVED ROAD AND A BUILDABLE LOT** – The definitions of an improved road and buildable lot needs clarified in our town code. **Ordinance 2021-12 – Councilmember Dallas Clark**

12. UPDATES FROM CLERK’S OFFICE.

- 1. CARES Funding
- 2. Draft Building Permit/Impact Fee letter for approval
- 3. DOXO for online payments
- 4. BRAG CIB 101 Training Monday, March 29th, 3:00 P.M
- 5. Septic Tank cleaning – uncovering lid

13. APPROVAL OF BILLS

14. EXECUTIVE SESSION (if needed)

15. ADJOURN

NOTE: The Town Council may vote to go into executive session pursuant to Utah Code 52-4-205

On Tuesday, March 30, 2021 at 5:00 p.m. a copy of the foregoing notice was posted on the Utah Public Notice website at <http://pnn.utah.gov> and on the Laketown website at www.laketownutah.com. A copy was also posted in conspicuous view in the Laketown Town Office in Laketown, Utah and on the front door, and inside and outside of the Laketown post office and at Dee’s Service Station.

DATED THIS 30th day of March, 2021

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 through Wednesday at least three working days prior to the public hearing. The office hours are 9:00 a.m. to 12:00 p.m. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah 1-888-346-3162.

Amber Drosbeke, Clerk

