

**Laketown Town Council
Meeting Minutes
January 5, 2022
10 North 200 East Laketown, Utah**

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ACTIONS

A work meeting was scheduled for Wednesday, January 19th at 6:00 p.m.

Thad Willis will bring someone from the state to talk about rural development programs in February.

Heidi and the activities committee will work with Delora to find options for decorations for street lights. The activities committee will call to remind Brandon the park needs the snow plowed before the February 21st activity.

Dan will install the antenna on the UDOT water meter and remove the meter at the property across from Dee's on the south west corner of Main Street and SR 30. Dan will fix something on the chlorine distribution system.

Sim Weston will schedule the rodeo dinner.

Mayor Weston will talk to the land owner in Mill Canyon about cutting back trees and will research to see how much money is in the rodeo account for bleachers.

Eldon will move four wheelers on 300 South.

The clerk will ask the attorney to advise us on our responsibilities for condemning a building.

Minutes of the meeting of the Laketown Town Council convened in regular session on Wednesday, January 5, 2022 at 7:00 p.m. with Mayor Burdette Weston, Councilmembers Brandon Willis, Eldon Robinson, Dallas Clark, and Delora Wight and Clerk Amber Droesbeke in the Laketown Town Office located at 10 North 200 East Laketown, Utah. Mayor Burdette Weston conducting. Those present in the room: Planning and Zoning Commission Chair Duane Robinson, Heidi Hodges and Craig Floyd. Dan Stringham arrived at 7:30 p.m.

7:04 p.m. Mayor Burdette Weston welcomed those present.

OPENING CEREMONY: Councilmember Robinson offered an invocation and Councilmember Willis led the audience in a pledge.

ACTION. Motion by Councilmember Wight seconded by Councilmember Robinson to approve the agenda with the additions of Christmas tree lighting report – Heidi Hodges and Facebook page. Motion carried unanimously.

Meeting Minutes. No minutes were approved.

QUESTIONS AND COMMENTS FOR MAYOR AND COUNCIL: Brandon Willis said that Thad Willis requested that Brandon pass along a message that Thad is trying to get someone from the state to come talk about rural development programs in February. He will talk to the clerk to schedule this when he gets this set up.

Christmas Tree Lighting Activity Report – Heidi Hodges

Mayor Weston expressed gratitude to Heidi and the activities committee for all they did to put on the Christmas tree lighting activity and it was well attended despite the canyon being closed. Heidi said 90 people attended despite sports activities and road closures. The kids had a good time and enjoyed throwing snow at each other, and we had good attendance by elderly people. Heidi asked questions about extension cords that created a hazard and one was ripped out. Delora said it has been fixed and normally they are covered with snow. Heidi asked if the town has snow plowing? Dallas said we have plowing but not for the park. Heidi requested shovels and ice melt and more tables for food. Mayor Weston said in the future we can have the park plowed out before an activity. Dallas said we have four tables upstairs that she can use. Heidi asked who she should ask to stand in for the mayor if he does not arrive in time. Mayor Weston was running late that night and Heidi did not want to make a speech herself. Mayor Weston said in the future we will be prepared with a stand in if he cannot make.

Heidi asked for thoughts or concerns about the activity. Eldon said Mr. and Mrs. Clause were wonderful and it was great to have the photographer there. The photos will be emailed to the people. Eldon expressed gratitude to Delora for working with Lance and Rocky Mountain Power to get the Christmas lights hung up. The council decided to send a thank you card to Steve and

Lance and gift cards to Lance who is retiring. Mayor Weston and Delora explained the process Rocky Mountain Power requires for hanging the Christmas lights.

Heidi said they had left over flyers and food from the activity and asked what to do with leftovers from activities. The council said flyers go in the trash. Mayor Weston said he requested that the donuts were dispersed to people who could not make it. Candy canes and hot chocolate were donated. Eldon said it is better to have some left over versus not having enough.

Hanging Christmas Lights on Laketown Street Light Poles – Mayor Burdette Weston

Mayor Weston said he asked Delora to count the street light poles in town and Delora counted 24 light poles. Mayor Weston talked to Lance who said if we buy the wiring and the plugs Lance will run that wiring down the poles before he retires. If we know what we want to put on the poles he will even install the brackets for us. Then, all we will need to do is install the decoration and plug it in and it will work. Lance suggests if we want to do this to get it done before he retires. Rocky Mountain Power is having a hard time finding linemen. Our area may get combined with a larger area for local maintenance. Mayor Weston told Delora his primary focus is Main Street to the school, where most of our traffic is flowing and then Center Street. There are ten possible poles on Main Street and nine on Center Street. Heidi asked about hanging a light across the street. Mayor Weston said we need to purchase the wires and plugs and get them to Lance. He asked Heidi, people on the committee and Delora to work together and look at the options for decorations to hang on the poles.

February Activity Building Snowmen at the park – Heidi Hodges

Monday Feb 21st at 10 a.m. will be the February activity building snowmen at the park. It is President's Day so there is no school. Heidi asked for the town council to judge the snowmen and requested \$50 for prizes. Brandon volunteered to judge the contest if someone will do it with him. Mayor Weston said he will try to be there but may have back surgery and will not be available to come if he does. The clerk said the town has a cheeseboard that could be used as a prize if needed. It was given to the town as a reward with a large purchase. The council said Heidi can use whatever money was not used at the tree lighting to serve hot cocoa. Heidi requested that the park gets plowed before the activity. The council requested a reminder to do it. Brandon will make sure it gets done.

Facebook Page – Mayor Burdette Weston

Mayor Weston said we had the town Facebook page and it has been discussed in emails and everyone on the council agrees we do not want to have social media mostly for liability reasons. The town council agrees that they want to turn it over to the committee so it is a community page and not a town page. The name is Laketown Utah Neighbors.

Heidi asked about using the Red Alert system to advertise activities. One message was sent for the Christmas tree lighting activity. It will take time to get the people added to the system. A link can be posted on our website allowing residents to sign up for noticing. The town council said to use the posting locations of the post office and Dee's and to utilize their Facebook page to advertise the activities. The council again expressed gratitude to Heidi.

Public Hearings – Mayor Burdette Weston

Final drafts of our ordinances prepared for public hearing tonight were sent to our attorney for his review and approval. These were tabled with the plan to hold the public hearings February 2, 2022 after receiving feedback from our attorney.

Planning and Zoning Commission Update – Planning and Zoning Commission Chair Duane Robinson

Duane said they did not hold a meeting in December because of lack of availability. Duane received a call from man who purchased the Zeyer property who wants to subdivide the land and put in a 70-to-80-unit RV park and campground. He wanted a commitment that the town council would approve. Duane said it looks like what we have written in town code will not permit that. Eldon Robinson's and John Njord's new home constructions are completed. The planning and zoning commission gave permission for Riddle to do his remodel. No home construction is going on in Laketown at this time. Mike Williamson is 98% completed with his shed and has fascia to install in the front.

Dallas said RV Parks are conditional use for our commercial zone. Mayor Weston said this will need addressed in our water fee that we are working on establishing. He has an appointment to talk with Scott Archibald tomorrow about establishing our water fees.

Duane said he will be discouraging storage units and may discourage that kind of development on a busy corner like that. Duane asked if there is anything the planning and zoning commission needs to be aware of. Mayor Weston said he will ask the town council later if they want to have a work meeting in January before the February meeting. One item to work on will be the subdivision ordinances. The moratorium ends Feb 12th. We can extend the moratorium. Duane said they are moving faster and it is easier now that they are adding content to our current code. They feel like the way they handled our last two subdivisions was good and feel that our town code supports what we want. Duane asked if updating the subdivision code can be a work in process. Mayor Weston said we need the main points in our town code. He is already dealing with issues that are not in our town code. If we don't have what we need in the town code then we don't have any control of our growth.

Water Leaks Repaired – Councilmember Delora Wight and Eldon Robinson

Delora said Eldon picked up on some things and asked Eldon to report. Eldon said we had a fire hydrant leaking above ground on 200 East. He called Dan who fixed it by turning it on and

flushing it. Mayor Weston asked if it was a problem created when we did the flow check. The cause is unknown.

Another leak by the town office building was caused by a broken joint and was repaired by Chantry Argyle. Dan shut the lines off so they could do the work. The water line there is two inches.

Repair needed on UDOT Shed Meter antenna and lid – Dan Stringham

Dan said UDOT put in another shut off valve next to the road that shuts off the water going to the UDOT shed and fire hydrant. Dan observed what they are doing and they still haven't fixed the meter lid to allow for the meter antenna. Dan said he needs to install the antenna so that we can read the meter.

Chlorine in water system – Dan Stringham

Dan said the chlorine level is strong right now and higher than he likes. He checked it on Monday and it tastes nasty but we have to do this in case they show up for the water sample test which will be any day. Mayor Weston asked if we need to fix something on it. Dan said yes. After the water sample is taken, he doesn't worry about it until the first of the month. The chlorine builds up and can plug the injector tube so he has to keep an eye on it and clean it. He likes to keep the chlorine as low as he can. He said we were having a problem with altitude valve but it began working again. The tank leak repairs were not completed. Mayor Weston said we will set up the training for meter reading system in the future.

A water user threatened to sue the mayor over assessing late fees. A water user who requesting the town pay \$60 for their sprinkler system repair paid their bill less the cost of the repair but has since agreed to pay the \$60.

Rodeo and Arena Updates – Councilmember Eldon Robinson

Eldon said the bleachers arrived a day before they were scheduled to arrive. He wants to send a thank you card to the Rich County Road Department for pushing out the parking lot. Sim and Eric brought tractors with fork lifts to help unload the bleachers. Mayor Weston said when they scheduled the delivery, they told us to have a crew to help unload and said a fork lift would be helpful. We need to get them installed now and they must be placed on cement pads.

Mayor Weston said we received our TRT grant award and are allowed to use the money on any of the projects we included in the grant application. Dallas said he keeps getting asked if we will have a rodeo dinner this year. Eldon said Sim is choosing a date for the dinner. Mayor Weston said we need to get the poster planned and order the saddle from Vickers for our 2022 rodeo. Eldon said he wants to see if Brandon wants to be over the rodeo and Eldon can do the roads. Duane asked if the council will assign someone to attend planning and zoning commission meetings. Mayor Weston said yes and that Quincy Siddoway loves her saddle and has expressed her gratitude to him several times.

Mayor Weston asked Brandon if Gary talked to him yet about roads. Brandon said no. Dallas said the plow has slid down Last Chance hill backwards more than once. Mayor Weston said the county has said we are good to work with and they are happy to sand Last Chance Hill for us. Heidi told Eldon the activities committee is happy to help with the rodeo.

Mayor Weston said in his last meeting Gary said there is not much that needs to be done for roads in the winter. Chuck has called Mayor Weston a couple of times about snow removal. Chuck asked for his contract and check to get mailed to him.

Craig Floyd suggested the trees on the road near the mouth of Mill Canyon get cut back and said he is happy to do it. Mayor Weston said he will talk with the land owner and see what we need to do. He also had a request to move some four wheelers that are almost buried in the snow. The snow plow has to go around the edge of them and thinks in the future he will hit them. Eldon said he will use young men to help move those for a service project.

Park and Recreation Updates – Councilmember Dallas Clark

Dallas expressed gratitude to Heidi. The Christmas tree lights were out for a time. Delora said she called Lance who fixed them. A Christmas caroler is out with COVID. Delora has him. Dan replaced the broken electrical plug. The infield upgrade was part of the TRT grant application. Mayor Weston said we need to see how much money is in the rodeo fund already from previous grant awards and research to see if the ARPA money can be used.

Bear Lake Regional Commission Report – Mayor Burdette Weston

There was no meeting in December. Mayor Weston was called in to sign some checks.

County Master Plan Steering Committee – Mayor Burdette Weston

Mayor Weston asked if the council members reviewed the email with master plan documents. We need to get the Laketown part updated. He suggested we address this in the work meeting along with the ordinances.

Pay Schedule – Mayor Burdette Weston

Mayor Weston said he was looking for our pay schedule. The way we have been doing it is the mayor has been negotiating wages and hiring. We can continue to do it that way, but in our code, it says we have an ordinance in our town code that has a chart of a pay scale. It refers to state code 10-3-805 that says compensation shall be fixed by ordinance. We would need to create an ordinance and hold a public hearing. Mayor Weston read from state code 10-3-818 Salaries in Municipalities. We need to look at doing this as we update our policy. We have the clerk hired to work up to 25 hours a week. When he was on the school board part time employees could work up to 28 hours. We have things we need to do and we don't have enough time scheduled to get them done. He asked the Randolph mayor what they pay their clerk and he said he didn't know but thought it was around \$15 an hour and said would get

back to Mayor Weston. The Randolph mayor knows they are going to have to pay their new clerk more than their old clerk. Garden City starts their clerks at \$19 an hour. Mayor Weston thinks we are looking at around that range depending on if they are starting or have been here a while. Mayor Weston asked for their thoughts.

Brandon asked if we need to get that on the agenda in a future meeting. Mayor Weston said we need to get this in our policy. The way we have been doing it the mayor did the hiring and worked out the salary with the employee. We need to get the fire department office cleaned out – our file cabinets and files are in their office. We need to work on wage and hours. We may need to hire another part timer but that is a discussion for another time. Mayor Weston suggests we increase the hours as much as we can for part time employees beginning the first of the year. Dallas said he is seeing 32 hours for part time employees as he looked online. Mayor Weston asked if the council members have a problem with what he is saying. Dallas asked if it would be helpful to have a secretary just for water. Mayor Weston said we can look at that. We have the clerk and the treasurer positions and our town code defines what the treasurer does. Our town code does not match what the state says the clerk and treasurer should do.

State Auditor’s Self-Evaluation Form – Mayor Burdette Weston

Mayor Weston reported on the state auditor’s self-evaluation form. We did much better this year on our score. It says it will take six to eight hours to complete the form and if you are organized you can get it done in two hours. Last year Mayor Weston and the clerk completed the form in one hour 47 minutes and this year we did it in one hour 34 minutes.

Rich County Tourism Grant – Mayor Burdette Weston

The tourism grant was awarded. Mayor Weston will find out how much money we already have in the rodeo fund for bleachers.

ARPA funds – Mayor Burdette Weston

We need to see what we can spend that money on. Mayor Weston thinks we can spend it on infrastructure. Craig Floyd left at 8:52 p.m.

Transient Business Licenses – Mayor Burdette Weston

Transient business licenses need addressed and it will be an involved process we need to address in a work meeting. We had one request for a transient business license this past year. The clerk suggested addressing business licenses for businesses like those on the street corner and liquor licenses.

How to Condemn a Building – Mayor Burdette Weston

The town council wants to ask our attorney how to condemn a building. Eldon said cleanup will need to address an underground gas tank. He asked if the EPA will be involved and said funding

to do that will be interesting. Dallas said at one time there was funding for that but there isn't any more and there are still car lifts under the floor. Mayor Weston said it is the land owner's responsibility to clean that up. That is part of the reason a clear title is not available when purchasing that property. Delora said she looked at buying the property and Mayor Weston said the owners of Bon Rico did as well. Mayor Weston said we can ask the clerk to put this on the attorney's list to give us some advice. He thinks it probably goes through the building inspector. Dan said there is a water meter there. Mayor Weston said we need to take that water meter out.

Budget Review

Financial Reports were distributed and reviewed. Mayor Weston asked Delora if the bank statements that needed corrected were completed. Most have been completed. There is one account that still needs to be fixed. Dallas asked how we can get it across to people that the town does not have money and that he receives many suggestions for ways to spend our money. Mayor Weston said it can appear that we have a lot of money sitting here and there are some things we hear about that do need to be addressed. We need to plan and budget and stick to our budget. Dallas said we try to fix things as quickly as we can. We keep our water rates and taxes low. There is not a lot of extra money to do things. Mayor Weston said he asked Heidi to work with the money we have budgeted this fiscal year and to come with a proposal to plan for next year's budget. We have funds that must be spent for what we received them for such as roads and rodeo funds. The clerk said our town provides some work by volunteers such as our treasurer position where other towns pay for that work. The last big road project we did was the intersection by Scott Johnson's.

A budget amendment still needs prepared. Delora suggested giving up supervision of the water and trading for rodeo or roads.

Approval of Bills

A bill will be coming for the vac truck for the water leak repair. Eldon said the pump at Last Chance is costing more money than Sunrise Engineering said it will cost. Pumping costs were discussed. Mayor Weston said the engineer was saying numbers representing the difference in costs in the two locations proposed for the pumping station. Bills were reviewed and signed.

ACTION. Motion by Councilmember Clark seconded by Councilmember Wight to approve the bills. Motion carried unanimously.

9:25 p.m. ACTION. Motion by Councilmember Wight seconded by Councilmember Robinson to go into closed session for the reason of possible litigation. Motion carried unanimously.

EXECUTIVE SESSION FOR THE PURPOSE TO DISCUSS POSSIBLE LITIGATION

10:28 p.m. Return to Regular Session

Attendance: Mayor Burdette Weston, Councilmembers Brandon Willis, Eldon Robinson, Delora Wight and Dallas Clark and Clerk Amber Droesbeke.

Mayor Weston said we should have a work meeting. He will talk to Scott Archibald, Sunrise Engineering tomorrow and find out what we need to do and what we need to have in place so we can have a graduated water impact fee. He thinks our planning and zoning commission is comfortable with what we have in the town code for roads. We need to create an ordinance for the impact fee, renaming the water hookup fee and renaming the road repair and use fee.

Dallas asked if we had a RV park go in, would they have a bigger water service line? Mayor Weston said yes. The fee schedules the engineer gave us has included the various sizes. Service fees and installation fees would graduate because the meters cost more the bigger they get.

Work Meeting Scheduled for 6 p.m. on Wednesday, January 19th.

Mayor Weston said the town code says the town council can vote to decide who will lead the meetings if the mayor is incapacitated for any reason. He may have a back surgery coming up.

Eldon asked about sending information about agritourism to the attorney. Mayor Weston said that hasn't been written up. We can write it up along with other ordinances at the work meeting and send them to the attorney.

Eldon said let's make sure our activity committee doesn't take time in our February meeting so we can get to work. At the next meeting we can give Heidi the budget. The council agreed.

Meeting Minutes – Councilmember Delora Wight

Delora said she has as a question that is more of a concern and said how long can we go without approving meeting minutes before we are in trouble legally? Mayor Weston said we need to do that and that is what he is talking about increasing our hours for the clerk to allow us more time to get things like minutes into this room. We are using all of the time getting things done and he thinks we need more time to get things done.

Clerk Duties – Councilmember Delora Wight

Delora said she was going to review clerk duties. Does the Red Alert need to go through the clerk or can someone else do that? The clerk asked in an emergency who is going to give notice to the water users. Delora said she does not know and that is why she is asking. Delora said if Cody is reading water meters, then Cody should be the only person to read all the meters and it would be appreciated that he is the only meter reader. Mayor Weston said in the new system when Cody reads the meters there should not be a problem unless something is entered wrong. The clerk can call Cody and ask him to double check. Delora agreed that the clerk should call the meter reader if there is a problem. Training on the new system will get scheduled in February. When Cody reads meters in May it will all be in the new system. The clerk said a meter reading was entered incorrectly for an electronic meter and Cody was not available to double check it

so the clerk went out and got the correct meter reading so that the water bills could be sent out. The clerk asked why they would not want the clerk to read a meter if necessary to get a correct reading or to fix an error. Delora said because she does not think it is all very necessary because it is time for the clerk and it is the job of the meter reader. The clerk asked what they want done if we do not have an accurate meter reading. Delora said to call the meter reader. Mayor Weston said when Cody took the job, he agreed to read the meters. The clerk said when she went out to read the meter, Cody was not available. Mayor Weston said Cody will be available in the future. The town council wants a policy for clerk not to read meters. If there is a problem call Cody, the meter reader and wait for Cody to reread meters if necessary. Mayor Weston described the new meter reading process with the new software and devices.

Chlorine issues – Councilmember Brandon Willis

Brandon said the chlorine issue Dan mentioned struck him as odd. Brandon understood Dan to say that Dan checked the chlorine in our water system once in a while, but he put a whole lot more in the system, but it doesn't sound like it is working. Brandon said is there any risk to us? The town council said yes. Brandon said it doesn't strike him as being on the up and up. Delora said it isn't. Mayor Weston said when we (Mayor Weston and the clerk) did the water system inspection there were some small issues the inspector pointed out. As long as the chlorine pump is working, it is fine. Dan checks the chlorine pretty regularly. If it is low, Dan adds some chlorine but not so much that it is bad for consumption. Part of the reason Dan hasn't checked the chlorine regularly is because he is recovering from surgery.

Dallas said we had a bad water sample about a year and a half ago and worked through that. We do need a second water operator so that there is always an operator within a one-hour response time. Dallas asked Brandon if he will find us some more money to pay for this.

Brandon asked what the take away action item is on the condemning the building. Mayor Weston will ask our attorney what our responsibility is for condemning the building across from Dees.

Ordinance 2021-06 Personal Use of Entity Assets Policy – Councilmember Brandon Willis

Brandon said the ordinance states that if we have equipment the department head makes decisions about equipment and asked who the department head is. We can't put department head if we don't have a department head. The clerk said the ordinance came from a template provided by the state auditor's office. Brandon said he will vote against the ordinance because it says "since use of authorized software increase the employee's knowledge of the software" and said it is poorly written and weird. Taking the computer home can be argued either way. He personally is against it. Delora is against it as well. Mayor Weston said our attorney reviews our ordinances and usually picks up on things that are problems. The attorney advised us not to include policies for things we don't have. Brandon said he is not comfortable passing ordinances that site something we do not have. The computer use policy is separate and has

not been approved yet. Mayor Weston said we chose to work on this personal use of entity assets first because it was shorter and it was getting late when we were working on it. The town council is working to establish several policies required by the state auditor's office. Brandon said it seems like we are trying to do what the state requires without fully thinking it out.

Work Meetings

Eldon said we may need a monthly work meeting for a while and one town council meeting does not seem to be enough right now. Delora said we may need two work meetings a month so we can catch up. Mayor Weston said he would like to get through our easy business faster and have more time to work on ordinances in our regular meetings. Dallas said do we need to set a time limit on discussions in meetings? We can be briefer.

11:02 p.m. Meeting adjourned. Motion by Councilmember Robinson seconded by Councilmember Willis to adjourn at 11:02 p.m. Motion carried unanimously.

/s/ Amber Droesbeke

PENDING