



Title: Clerk/Treasurer Report
Date: August 4, 2026
Name: Monica Chenault, Clerk/Treasurer

Old Business Updates

- **AMI Radio Read Project:** Awaiting final acknowledgment from Core & Main before issuing final payment for the AMI Radio Read Project. Once acknowledgment is received, final payment processing and project closeout/reimbursement documentation will continue.

Current Business Updates

- **Non-Domestic User Wastewater Program Development:** Working with staff on program development related to non-domestic user wastewater, including review of processes needed to support the Town's wastewater pretreatment and user compliance responsibilities.
- **Consistent Staff Report Guidelines:** Developed consistent staff report guidelines and training materials to help departments understand when staff reports are needed, how they should be prepared, how they are reviewed, and how agenda-ready items are submitted for Council packet preparation.
- **Master Plan Review and Adoption:** Reviewed the Master Plan adoption process and related materials in preparation for bringing the item forward for Council consideration.

Future Business Updates

- **Liquor Licensing Ordinance Updates:** Future work anticipated related to liquor licensing ordinance updates, including review of the Town's current process and ordinance language.
- **Retail Liquor License Issuance Process:** Development of a process for issuing available retail liquor licenses is anticipated. This will help create a clear and consistent process for future applicants and Council review.
- **Recreational Fires and Pyrotechnic Devices:** Future discussion anticipated regarding regulation of recreational fires and pyrotechnic devices, including review of existing ordinance language and possible updates or clarifications for Council consideration.
- **Annexation Education Work Session:** Future Council work session anticipated to provide general education to the public regarding the annexation process. This would be informational in nature and not specific to any pending or proposed annexation request.

Financial Report

- **June 2026 Period Close:** June 2026 financial period has been closed.
- **Year-End Reconciliation and Closeout:** Continuing year-end reconciliation and closeout work for Fiscal Year 2026, including review of outstanding invoices, account balances, budget activity, and final entries needed for year-end reporting.
- **Mountain Days Financial Report:** Preparing the Mountain Days Financial Report.
- **250th Celebration Financial Report:** Preparing the 250th Celebration Financial Report.

Upcoming Agenda Update

- **Upcoming Items:** Upcoming agenda items are reflected under Future Business Updates and will be brought forward as staff review and scheduling allow.