

## NOTICE OF PROCEDURE

Town of Baggs  
October 27, 2020

- I. Call to Order: The regular meeting of the Baggs Town Council was called to order at 7:00 p.m. by Mayor, AnnaMarie Waldron.
  - A. Roll Call: Council members present were AnnaMarie Waldron, Nathan Habel, Jared Wille, Shan D Ferguson, and Jacob Dana. Employees present were Alyssa VanNorman, Samantha Hardzog, and Alex Foster. Visitors present were Gail Mayer and Julie Mayer.
  - B. Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Waldron.
- II. Approval of Agenda: Wille moved to approve the agenda as amended adding 2020 Office Christmas Party under correspondence, seconded by Habel; motion carried with all voting aye,
- III. Approval of Minutes:
  - A. October 13, 2020 – Regular Meeting: Ferguson moved to approve the minutes from the October 13, 2020 regular meeting as amended, seconded by Habel; motion carried with all voting aye.
- IV. Correspondence:
  - A. Hiawatha Rebekah Lodge #21 – Donations: Habel moved to donate \$150 to the Hiawatha Rebekah Lodge #21, seconded by Wille; motion carried with all voting aye.
  - B. Request for Payment of Sewer Line – Julie Mayer explained what they found digging up their sewer line and what they were told. The Council wants the Public Works to do research on the manhole. They tabled it until next meeting.
  - C. Request to Revisit Livestock Permit – Gail Mayer – 475 Oriole Circle – 2 Horses: Gail Mayer explained that they would only have them in town during the winter months. The Council told her to reapply for the livestock permit so that it will be advertised.
  - D. 2020 Office Christmas Party – The Town of Baggs received a notice that the Valley Community Center are putting on a 2020 Office Christmas Party. The Council asked the employees if they would be interested in doing that instead of their normal lunch party. The employees all agreed that they prefer doing the lunch.
- V. Visitors:
  - A. Other
- VI. Reports:
  - A. Employee Time Sheets: Wille moved to approve the employees time sheets for the pay period October 10 through the October 23, 2020, as presented, seconded by Dana; motion carried with all voting aye.
  - B. Water/Sewer/Maintenance Oral Report – October 2020: VanNorman stated that John Cozzens came and checked out what he will need to put the lift station online and is ordering the parts. They are still having issues with the programming of the filters but otherwise they are doing good. VanNorman stated that they are having issues at the lagoon. They replaced the pump, but they need a Wyoming Certified Electrician. She asked the Council about updating the North Baggs Water User Agreement. Foster stated that they might as well look at the Stanlin Agreement too. The Council decided to have a workshop on Monday, November 2, 2020 at 5:00 p.m. Ferguson moved to accept the Water/Sewer/Maintenance Oral Report for October 2020, seconded by Habel; motion carried with all voting aye.
  - C. Clerk Oral Report – October 2020: Foster asked the Council about transfers of funds, if they would be fine with having Mayor Waldron sign off on the transfers and they vote on them afterwards. The Council agreed that it would be fine with them. Foster updated the Council on the sale of the bonds hopefully in November 2020. Ferguson moved to accept the Clerk Oral Report for October 2020, seconded by Dana; motion carried with all voting aye.
  - D. Code Enforcer Oral Report – October 2020: Hardzog updated the Council on who she is working on concerning weeds, maintenance of property, and vehicles. Dana moved to accept the Code Enforcer Oral Report for October 2020 on file, seconded by Wille; motion carried with all voting aye.
  - E. Accounts Receivable: After some discussion, Ferguson moved to shut off everyone on the list except for one, account 173, seconded by Habel; motion carried with all voting aye.

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- F. Cash Report – September 2020
  - G. Statements of Revenue & Expenditure – September 2020: Wille moved to put on file the Cash Report and Statements of Revenue and Expenditure for September 2020, seconded by Dana; motion carried with all voting aye.
- VII. Old Business:
- A. Haunting Hayride Update: VanNorman stated they met today, October 27, 2020. They still need some more people. They will be meeting Friday, October 30, 2020 at 3:00 p.m. to set up.
  - B. Water Plant Filtration Rehabilitation
    - a. MRG-19024 Grant Request #11 - \$35,788.50: Wille moved to approve MRG-19024 Grant Request #11 for \$35,788.30, seconded by Ferguson; motion carried with all voting aye.
  - C. Sewer Lagoon Improvement Project
    - a. AML Project No. 71 #4 - \$17,097.00: Wille moved to approve AML Project No. 71 #4 for \$17,097.00, seconded by Dana; motion carried with all voting aye.
    - b. AML Project No. 71 #5 - \$12,283.50: Habel moved to approve AML Project No. 71 #5 for \$12,283.50, seconded by Ferguson; motion carried with all voting aye.
- VIII. New Business:
- A. Bill Presentation: Ferguson moved to accept the bill presentation, paying bills #22269 - 22283 and electronic checks #88388 - 88391, and 99620 - 99621 in the amount of \$27,582.73 seconded by Wille; motion carried with all voting aye.
  - B. Building Permit Fee: Ferguson moved to change the ordinance to charge a flat fee of \$25 for a building permit, seconded by Wille; motion carried with all voting.
  - C. Fines Late Fee: The Council asked Foster to contact the attorney about late fine fees.
- IX. Adjournment: Habel moved, at 8:22 p.m., to adjourn the meeting, seconded by Wille; motion carried with all voting aye.

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Mayor

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Clerk