

NOTICE OF PROCEDURE

Town of Baggs
February 14, 2023

Call to Order: The regular meeting of the Baggs Town Council was called to order at 7:02 p.m. by Mayor Matt Howell.

Roll Call: Council members present were Matt Howell, Gail Mayer, Shan D Ferguson, Mark Maloney, and Mike McAllister. Employee present was Alex Foster.

The Pledge of Allegiance was led by Mayor Matt Howell.

Approval of Agenda: Ferguson moved to approve the agenda as amended, seconded by Mayer; motion carried with all voting aye.

Approval of Minutes: McAllister moved to approve the minutes from the January 10, 2023, regular meeting and minutes from the January 29, 2023, emergency meeting, as presented, seconded by Maloney; motion carried with all voting aye.

Rachel McAllister joined the meeting at 7:04 p.m.

Mayor Howell and McAllister updated the Council on the WAM Winter Conference in Cheyenne, Wyoming. They both encouraged the rest of the Council to attend an WAM conference. They had learned a lot and was able to visit with other communities of what works or doesn't work for them.

Reports:

McAllister moved to approve the employee time sheets for January 14 through February 10, 2023, seconded by Ferguson; motion carried with all voting aye.

Foster stated that they have been sending out police applications, a couple of them are from Wyoming so hopefully they submit their applications. Maloney moved to put the Clerk Report for January 2023 on file, seconded by McAllister; motion carried with all voting aye. Foster stated that she had received an email from Kyle Mercer, with Cloud Peak Accounting, on Monday, February 13, 2023, and they are not going to be able to do the Town's audit. He did provide a link for other accountants. Within a couple of hours, Foster was able to find an accountant that was willing and able to do the audit, Vance CPA LLC. She received a letter of engagement and sent it to Tom Thompson, Town's attorney, to look over. Thompson needs more time to look it over. McAllister moved to sign the letter of engagement with Vance CPA LLC upon Tom Thompson's approval, seconded by Ferguson; motion carried with all voting aye.

Ferguson moved to accept Sarah Barber's resignation as code enforcer, seconded by Maloney; motion carried with all voting aye.

Old Business:

Mayor Howell stated that he had talked to Tom Thompson about the Volunteer Waiver Policy. Thompson stated that he has done several and would be glad to do the Town of Baggs'. Maloney moved to allow Tom Thompson to write the Volunteer Waiver Policy, seconded by McAllister; motion carried with all voting aye.

McAllister moved to approve 2nd reading of Ordinance #326 Amended Wages, seconded by Ferguson; motion carried with all voting aye.

New Business:

Mayer moved to approve the bill presentation as presented, paying bills #23436 - 23467, and electronic checks #88022, 88027 - 88032, and #99496-99497 in the amount of \$152,733.96, seconded by McAllister; motion carried with all voting aye.

Sarah Barber joined the meeting at 7:26 p.m.

Mayor Howell stated that he had talked to Thompson. Thompson stated that the Town should not purchase parts for another entities with town money. McAllister moved to bill North Baggs Water Users for the parts that the Town purchase with a 10% mark up, seconded by Ferguson; motion carried with all voting aye. Foster gave the Council an invoice from Rinker Materials for \$8,750 which included the vault for North Baggs Water User meter and the backflow preventer. Foster stated that it was not budget for and asked if it could come out of water reserves. Ferguson moved to pay the Rinker Material invoice out of water reserve, seconded by Mayer; motion carried with all voting aye. Foster also presented an invoice for Vance CPA LLC for \$7,500. Maloney moved to pay the invoice once Tom Thompson has approved the engagement letter, seconded by Mayer; motion carried with all voting aye.

Reports:

Ferguson moved to put the Water/Sewer/Maintenance Report for January 2023 on file, seconded by Mayer; motion carried with all voting aye.

NOTICE OF PROCEDURE

Town of Baggs
February 14, 2023
Page 2

New Business:

McAllister moved to approve 1st reading of Ordinance #329 Town Marshal and Policemen, seconded by Maloney; motion carried with all voting aye.

McAllister moved to have a closing date of February 24, 2023, for police applications, seconded by Maloney; motion carried with all voting aye. The Council advised Foster to contact all applicants and let them know the closing date to get their applications in. Also, to notify the applicants that have submitted their applications that interviews will be done the end of February or 1st of March, 2023. Gail Mayer left the meeting at 7:57 p.m.

Ferguson moved to have a water/sewer rate study done, seconded by Maloney; motion carried with all voting aye.

Rachel McAllister left the meeting at 8:07 p.m.

Foster explained that this resolution will replace Resolution 2023-01, that new language was added regarding repayment of the loan. Ferguson moved to approve Resolution 2023-01 Submitting CWSRF grant, seconded by McAllister; motion carried with all voting aye.

Foster explained that this resolution is stating that the \$460,000 in Specific Purpose Tax funds are being obligated to the sewer improvements project. McAllister moved to approve Resolution 2023-02 Obligating Specific Purpose Tax Funds for 2023 Sewer Improvements project, seconded by Maloney; motion carried with all voting aye.

Foster explained that the EPA Pre-Award compliance review report was revised per OSLI instructions. McAllister moved to approve the revised EPA Pre-Award Compliance Review report, seconded by Ferguson; motion carried with all voting aye.

Foster stated that they also need a motion to allow Mayor Howell to sign the response letter for the grant. Ferguson moved to allow Mayor Howell to sign the response letter, seconded by Maloney; motion carried with all voting aye.

McAllister moved to approve the 2024 Intended Use Plan, seconded by Ferguson; motion carried with all voting aye.

Sarah Barber left the meeting at 8:25 p.m.

After Mayor Howell and Foster signed the CWSRF grant papers, Foster left the meeting at 8:27 p.m. Maloney moved to go into executive session at 8:27 p.m. for personnel, seconded by Ferguson; motion carried with all voting aye. Maloney moved to come out of executive session at 9:37 p.m., seconded by McAllister; motion carried with all voting aye. Ferguson moved to approve the minutes from the executive session, seconded by Maloney; motion carried with all voting aye. Mayor Howell stated that no action was taken in executive session. McAllister moved that no monies is to be spent by employees over \$500 without Council's approval, seconded by Maloney; motion carried with all voting aye,

Adjournment: McAllister moved to adjourn the meeting at 9:40 p.m., seconded by Maloney; motion carried with all voting aye.

Mayor

Clerk