

## NOTICE OF PROCEDURE

Town of Baggs  
January 28, 2025

**Call to Order:** The regular meeting of the Baggs Town Council was called to order at Baggs Town Hall at 7:00 p.m. by Mayor, Matt Howell.

Roll Call: Council members present were Matt Howell, Shan D Ferguson, Trevor Ballinger, and Mike McAllister. The employee present was Alex Foster. The visitor present was Gail Mayer. Mayor, Matt Howell, led the Pledge of Allegiance.

**Approval of Agenda:** Ballinger moved to approve the agenda as presented, seconded by Ferguson; motion carried.

**Approval of Consent Agenda:** Ferguson moved to approve the consent agenda which included the regular meeting minutes of January 14, 2025, and employee time sheets for January 11-24, 2025, Water/Sewer/Maintenance Report for January 2025, Cash Report, and Statements of Revenue and Expenditure for December 2024, seconded by Ballinger; motion carried.

**Correspondence:** The Council received the Public Officer Training letter again. Mayor Howell asked if it would be better if they did it together. The Council stated that they would rather do it individually.

### **Departments**

McAllister stated that Sunday, January 26, 2025, the LDS Church's meter was frozen. Lew Waldron and McAllister worked on it for 5.5 hours. The Council discussed the on-call hours. The Council discussed adding a maintenance position. They went over the job description for a maintenance position. Foster will type up the job description and send it to the Council to look over. They agree to advertise for the maintenance position, \$16 to \$18 per hour with benefits and 40 hours per week.

Gail Mayer left the meeting at 7:32 p.m.

Foster stated that she filled out an Intended Use Plan and sent it to Engineering Associates for the potholing of the unknown service line funding. Foster stated that she will be getting married in February and she will need to change her last name on everything. Ferguson moved to allow Foster to change her name on bank accounts and whatever else has Foster on it when it is official, seconded by McAllister; motion carried.

### **New Business:**

Ferguson moved to approve the bill presentation as presented to pay 20 checks and electronic checks in the amount of \$18,778.70 from the main checking, seconded by Ballinger; motion carried.

Ferguson moved to approve of an extension for the LSR Museum site plan at 255 Spruce Street, rebuilding of the Blacksmith Shop with no additional fee, seconded by Ballinger, motion carried with McAllister abstaining.

The Council discussed a memorandum of understanding with the Carbon County Sheriff's office. They would like Sheriff Alex Bakken to come to one of their meetings and discuss it with the Council.

**Adjournment:** Ferguson moved to adjourn the meeting at 8:14 p.m., seconded by Ballinger; motion carried.

---

Mayor

---

Clerk