

Clearmont Town Council  
**Regular Council Meeting**  
**April 21, 2025**  
**6:00 PM**

**CALL MEETING TO ORDER**

The Clearmont Town Council met for a regular meeting at the Clearmont Town Hall, April 21, 2025. Mayor Chris Schock called the meeting to order at 6:03 PM.

**ATTENDANCE OF COUNCIL**

Council members present were as follows: Mayor Schock, Councilman Haring, Councilwoman Switzer, Councilman Rowe, and Councilman Rohrer. Also present were Pete Bassett, Maintenance and Water Treatment Operator, and Kirstie Auzqui, Town Clerk/Treasurer.

**PLEDGE OF ALLEGIANCE**

**VISITORS**

The Town Council Meeting visitors were Cynthia Vannoy from Sheridan Media, Sheriff Levi Dominguez, Sheridan County Commissioner Mike Arzy, and Ernie Miller.

**APPROVAL OF CURRENT AGENDA**

Councilman Haring made a motion to approve the Agenda as presented. Motion seconded by Councilman Rowe. Motion carried 4-0.

**APPROVAL OF MINUTES**

Councilwoman Switzer made a motion to approve the March 17, 2025, Regular Meeting minutes. Motion seconded by Councilman Rohrer. Motion carried 4-0.

**REPORT OF TREASURER AND APPROVAL OF BILLS**

Reports shared and reviewed: Utility payment report of Past Due and Shut-off Notifications (16 total, including 0 shut-off) Summary of Receipts and Deposits, Current Balance Sheet and Profit and Loss Budget vs. Actual for FY 24-25.

Councilman Haring made a motion to approve both the March 2025 Claims Paid & Summary of Receipts and the new Claims to be Approved for April 21, 2025. Motion seconded by Councilman Rowe. Motion carried 4-0.

**REPORTS OF MAYOR, COUNCIL, CLERK, and MAINTENANCE**

**Items discussed during the Mayor's Report:**

- Update and current construction status was shared regarding Well #3. A Public Hearing will be held in the June, with all stakeholders invited to comment to concerned citizens regarding the uncompleted Well.
- A brief report was shared regarding the topics discussed during the recent Virtual NEWY meeting. Topics discussed were Property Tax Reform, Liquor License Fees, and additional banking options for small, isolated, and rural communities.
- Mayor Schock asked the present council to consider raising the retail liquor license fees; the current fee is \$400. The Town of Clearmont will have two liquor licenses available, beginning July 1<sup>st</sup>, 2025, due to the closure of the Clear Creek Stop. Licensing fees can range from \$300 to \$1,500.
- Mayor Schock will request permission to hunt wild turkeys from current residents within the township. An example of the Access Yes Program rules for walk-in areas was presented to council.
- Clearmont has been selected by Wyoming Business Council to participate in the Harvard Growth Lab project. An initial meeting with WY Business Council and Harvard staff is scheduled for May 2<sup>nd</sup> at 9 am. The meeting is virtual.
- Mayor Schock noted that a new part time summer employee was hired. The start date of the summer employee has not been confirmed.

**Items discussed during the Council and/or Clear Creek Recreation District Report:**

- Councilman Haring and Rowe shared that the Easter Egg Hunt hosted by the Recreation District had good participation and good weather.
- Councilman Rohrer asked if there was any further information received from the variance request by Dusty Boggs and Trudy Lawrence. No information has been submitted or received. County Commissioner Mike Arzy stated he would speak to the Sheridan County Public Works as a follow-up.

**Items discussed during the Clerk's Report:**

- Community News and Announcements: SCSD#3 rescheduled their Greenhouse Ribbon Cutting to April 22<sup>nd</sup> at 5 pm. There is also an additional Community Listening Session regarding the Gym Renovations proposed by SCSD#3, following the ribbon cutting at 6 pm.
- An update was shared regarding the State Revolving Fund (SRF) loan application. Phase I, replacing only the waterline on Meade Ave, across US HWY 14-16 and the railroad will be separated as a stand along project due to the complexity of working with the WYDOT and Railroad. The additional phases submitted in the IUP survey will be addressed at a later date. The loan may be eligible for 0% interest rate if we qualify as a Build American, Buy America project.
- WAM Summer Convention Hotels have been reserved. Cancellation must be done no later than June 1<sup>st</sup>. Mayor Schock, Councilman Haring and Councilman Rowe will be attending.
- Clerk Auzqui apologized for failing to get the Investment Resolution written and presented as proposed at the last council meeting. Other projects have taken priority, and time needs to be spent reviewing the current Investment Policy.

**Items discussed during the Maintenance Report:**

- WARWS conference was filled with information including but not limited to: cyber security for water utility systems, lead and copper rules & regulations, emergency management response as water operators. Pete shared that the Town of Clearmont is on the right track regarding how to monitor the lead, copper, galvanized and unknown waterlines in Clearmont. He stated that we have 10 years to complete the necessary requirements. Pete also inquired about the membership for Water 1-20.

**UNFINISHED BUSINESS**

- The council reviewed the Call for Bids announcement presented by Clerk Auzqui. The announcement was approved to be published in the Sheridan Press, County Bounty, local postings and sent to area ranchers. Councilman Rohrer stated that we should publish in PublicPurchase.com.
- Ordinance 124-2025, Public Utilities was read and discussed for the 3<sup>rd</sup> and final reading. Concerns were raised by Councilman Haring regarding the acceptance of partial payments. Councilman Haring made a motion to accept Ordinance 124-2025 Public Utilities with suggested amendments. Councilman Rohrer seconded the motion. Councilman Haring then called for a roll-call vote. Councilman Rowe: yes; Councilman Rohrer: yes, Mayor Schock: abstained unless there is a tied vote; Councilman Haring: no; Councilwoman Switzer: yes. The motion carried 3-1.
- Ordinance 145-2025, Animal Regulations was read and discussed for the 3<sup>rd</sup> and final reading. Discussion was held regarding who the enforcing agency will be, how will fines be assessed and paid, and what proof a hunter must have to hunt in our township. Sheriff Dominguez recommended that we seek legal counsel regarding our enforcement and fines. An example provided was to hire a Code Enforcement Officer, similar to Ranchester, WY. In order for fines to be assessed and paid, we need a Bond Schedule of fees, an Enforcement Officer, and a Municipal Court. The council would like a request form to be drafted along with a map where hunting can occur as a walk-in area before hunting will be permitted. Councilman Haring made a motion to accept Ordinance 125-2025 Animal Regulations with suggested amendments. Councilman Rohrer seconded the motion. The motion carried 4-0.

**NEW BUSINESS**

- Councilwoman Anna Switzer submitted her letter of resignation from the town council. Mayor Chris Schock thanked Anna for all her years of service to the Town of Clearmont, both as a previous Town Clerk, Business Owner, and resident. The council wished her and

her husband the best in their retirement. Councilman Rowe moved to accept the letter of resignation and Councilman Rohrer seconded the motion. Motion carried 4-0.

- Mayor Schock reviewed how the Council Vacancy will be filled. Clerk Auzqui will post a Public Notice in town. Letters of interest will be accepted until May 19, 2025.
- The Sheridan County Travel and Tourism board has a 3-year term that needs filled by appointment from the Town Council of Clearmont. The term will begin July 2025. The council discussed who to contact and invite to submit a letter of interest by June 16 Regular Town Council meeting. A Public Notice will be written and sent with a letter to businesses identified in the meeting.
- Council discussed available dates for the Fiscal Year 2026 Budget as well as Public Hearing dates for the FY26 Budget, State Revolving Fund Loan Application and Well #3 project.
  - Budget Work Session, Tuesday May 6<sup>th</sup> at 6 pm
  - Public Hearing for FY2026 Budget, Monday May 19<sup>th</sup> at 5:30 pm
  - Regular Council Mtg. and 1<sup>st</sup> Budget Ordinance Reading, Mon. May 19<sup>th</sup> at 6 pm
  - Public Hearing for SRF Loan Application, Tuesday May 27<sup>th</sup> at 6 pm
  - 2<sup>nd</sup> Reading of FY26 Budget Ordinance, Tues. May 27<sup>th</sup> following Public Hearing
  - Regular Council Mt. and 3<sup>rd</sup> Reading of FY26 Budget, Mon. June 16<sup>th</sup> at 6 pm
  - Public Hearing for Well #3 Completion Project, Monday, June 30<sup>th</sup> at 6 pm
- Clear Creek Recreation District Newsletter advertisement space was discussed. Items presented by Clerk Auzqui will be sent to the newsletter editor, Amy Rowe.
- Mayor Schock discussed the interest presented during the 250<sup>th</sup> Semi-quincentennial committee meeting for a community flag to be designed for 2026 celebrations. Council members are interested and will return to the topic later this summer prior to the new school year beginning.
- Clerk Auzqui presented a Shut-off Utility Service Request form. The new public utilities ordinance requires a customer to submit in writing the need for utilities to be shut-off. Customer documentation is needed so that we can better serve the community with documentation and balances owed and refunds requested. Councilman Haring made a motion to accept the shut-off form as presented. Councilman Rowe seconded the motion. The motion carried 4-0.
- Clerk Auzqui presented the council with current fees for licenses, permits and a draft application for residents to submit to the council for review. Per the current town code, an application and fees are to be paid prior to requests being made of the Town Council. A current document does not exist. Council agreed to review the documents and table the topic until a later date.
- Clerk Auzqui presented a utility deposit refund request and utility deposit waiver request for two separate customers. The utility deposit refund is for a family who has moved away from Clearmont. The waiver is for a non-profit organization, St. Mary's Catholic church. Councilman Haring made a motion to accept for the refund and waiver requested. Councilman Rohrer seconded both motions. Motion carried 4-0, separately.

### **EXECUTIVE**

None was held.

### **NEXT MEETING**

- Regular Council Meeting, May 19, 2025, at 6 pm
- Budget Work Session, May 6<sup>th</sup> at 6 pm
- Public Hearing for Budget Ordinance, May 19<sup>th</sup> at 5:30 pm
- Public Hearing for Well #3 Connection, June 30<sup>th</sup> at 6 pm
- FY2026 Budget Ordinance Readings: May 19<sup>th</sup> and 27<sup>th</sup>, plus June 16th

### **ADJOURNMENT**

Councilwoman Switzer made a motion to adjourn at 8:11 PM. Motion seconded by Councilman Rowe. Motion carried 4-0. Meeting adjourned.

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Mayor, Chris Schock

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Town Clerk, Kirstie Auzqui

**Posted at Town Hall, U.S. Post Office, and Clearmont Library: April 28, 2025.**