

Clearmont Town Council
Regular Meeting
July 15, 2024
6:00 PM

CALL MEETING TO ORDER

The Clearmont Town Council met for a regular meeting at the Clearmont Town Hall, July 15, 2024. Mayor Chris Schock called the meeting to order at 6:00 PM.

ATTENDANCE OF COUNCIL

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

PLEDGE OF ALLEGIANCE

VISITORS

The Town Council Meeting had two visitors: Cynthia Vannoy from Sheridan Media and Sheriff Levi Dominguez.

APPROVAL OF CURRENT AGENDA

Mayor Schock asked to add on to New Business one more signatory for Town of Clearmont checks. Clerk Auzqui asked to add the following items on to the agenda before approval.

Clerk's Report: 1. Accounting Software Update 2. State Archive Visit and Retention Schedule

New Business: Resolution 2024-02

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

APPROVAL OF MINUTES

Councilman Haring moved to approve the May 31, 2024, Special Meeting minutes. Motion seconded by Councilman Rowe. Motion carried 4-0.

Councilman Rowe moved to approve the June 17, 2024, Meeting minutes. Motion seconded by Councilman Rohrer. Motion carried 3-0. Councilman Haring abstained due to his absence.

Councilman Rowe moved to approve the June 24, 2024, Special Meeting minutes. Motion seconded by Councilman Rohrer. Motion carried 3-0. Councilman Haring abstained due to his absence.

REPORT OF TREASURER AND APPROVAL OF BILLS

Reports shared and reviewed:

- Summary of Receipts and Deposits
- Balance Sheet
- Profit and Loss Budget vs. Actual for FY23-24

Councilman Haring moved to approve the June 2024 Claims Paid & Summary of Receipts. Councilman Rohrer seconded motion. Motion carried 4-0.

Treasurer Auzqui shared with the council that the Big Horn Co-Operative payment is over the amount owed. The Big Horn Co-Op accounting department is working to rectify the balance. The Town of Clearmont will have a credit on the next statement. Councilman Rohrer moved to approve the Claims to be Approved for July 15, 2024. Motion seconded by Councilman Haring. Motion carried 4-0. Note, Councilman Haring abstained from voting for the Fire Department payment due to his membership with the Clearmont Fire Department.

REPORTS OF MAYOR, COUNCIL, CLERK AND MAINTENANCE

Items discussed during the Mayor's Report:

- Lot Rental at 1710 Meade Ave
- Partial Fire Ban for Sheridan County
- NEWY meeting July 27th at 10 am at City Hall in Sheridan
- Governor's Town Hall meeting at Sheridan College on July 23rd
- Plaque for Old Town Jail at Branding Iron Park
- Personal Leave for Maintenance, Pete Bassett
- Last Day for Summer Employee is August 8th, Aubrey Holland

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

- The Recreation District Board is dissolving, and a new board will start. The board will include: One school board member, one Town Council member and three at-large members who reside in the local area.
- School will be closed from July 24-26, due to the gym floor being waxed. Business office staff and administration will work from home if anything is needed by the public.
- Welcome Back BBQ is August 13th from 4-6 pm.
- SCSD#3 will host community lunches again on the first Wednesday of each month.

Items discussed during the Clerk's Report:

- W-4's for all staff including council can be updated annually if anyone is interested
- Sheridan County Election announcements:
 - Voter Registration closed on August 5th, 2024
 - Local School Board candidates may file at the Town Hall and pick up their campaign packet. Filing period is August 7th to August 26th.
 - Primary Election is Tuesday August 20th.
- New office hours effective July 8th. Increased office hours from 20 to 25 hours per week to try and catch up with the amount of work to be done. Will revisit the office hours needed this winter.
- Town of Clearmont Announcements:
 - Historical Center is hosting a speaker on July 19th
 - Historical Center is hosting an Annual Ice Cream Social and Fundraiser on August 4th
 - Clearmont Community Center and Library – New Hours of Business

- Accounting Software Update has to be postponed until all the errors in QuickBooks are cleaned up.
- State Archive staff visited the office for a half day and shared the required Retention Schedule to be used by municipalities. Clerk Auzqui reminded staff and council that email, and documents shared/used while an employee of the Town of Clearmont is property of the Town of Clearmont and cannot be destroyed. Please return all materials and documents acquired at the end of your membership or employment so that they can be archived and destroyed based on the Retention Schedule.

Maintenance (refer to Pete's email)

- Tree Removal Update will be presented in New Business
- Heat for the Main Shop at Town Hall will be presented in New Business
- Windows and Stucco for the Town Hall building
 - Additional repairs to Town Hall: doors and gutters

UNFINISHED BUSINESS

None was discussed.

NEW BUSINESS

Approval of ARPA (COVID) Grant Funding for Living Aeration System. Councilman Haring made a motion to approve the use of ARPA funding for the Living Aeration System. Councilman Rowe seconded motion. Motion carried 4-0.

New Quotes:

- Tree Removal by Two Fellers Tree Service. Councilman Haring made a motion to approve the tree removal quote presented. Councilman Rowe seconded motion. Motion carried 4-0.
- Town Hall windows by Klondike Construction. Councilman Rohrer made a motion to approve the quote for new Town Hall windows as presented. Councilman Rowe seconded motion. Motion carried 4-0.
- Heat for the main shop by Great Divide Fabrication. Councilman Haring made a motion to approve the second quote for 2 Modine forced air shop heaters. Councilman Rowe seconded motion. Motion carried 4-0.

Discussion was held regarding utility rates for water, sewer, and garbage. The council reviewed the previous rate increase as well as rates for the Town of Dayton. Council members made suggestions for the new utility rates. A new ordinance will be presented at the next Town Council with the suggested rate increases.

Clerk Auzqui presented then need for utility service refunds for 2 customers and 1 commercial property who were in good standing. Councilman Rohrer made a motion to refund the customers as presented. Councilman Rowe seconded motion. Motion carried 4-0.

Mayor Schock asked the council to consider an additional signatory for Town of Clearmont checks. Due to the conflicts of interest and payroll conflicts, we need an additional signatory when current council members are absent. Councilman Tim Rowe was nominated to be the fourth signatory for the Town of Clearmont. Councilman Haring made a motion to approve the nomination. Councilman Rohrer seconded the motion. The motion carried 3-0, while Councilman Rowe abstained.

Clerk/Treasurer Auzqui presented the need for Resolution 2024-02, to amend the 23-24 budget due to the increased cost of wages and tax withholdings in Public Works. And the increase in cost of Garbage services. Councilman Haring made a motion to approve the budget amendment and use of unappropriated surplus for the additional costs in wages, tax withholdings and garbage services. Councilman Rowe seconded the motion. Motion carried 4-0.

EXECUTIVE SESSION

None was held.

NEXT MEETING

- Regular Council Meeting, August 19, 2024, at 6 pm

ADJOURNMENT

Councilman Haring moved to adjourn at 7:26 PM. Councilman Rowe seconded motion. Motion carried 4-0. Meeting adjourned.

Mayor, Chris Schock

Town Clerk, Kirstie Auzqui

Posted at Town Hall, U.S. Post Office, and Clearmont Library:
