

Record of Proceedings
Town of Chugwater, Wyoming
Special Meeting
January 13, 2017

Call to Order:

Meeting called to order at 7:00 PM.

Pledge of Allegiance:

Roll Call:

Councilperson Clark, Councilperson Marlatt, Mayor Redding, Councilperson Stinnette and Councilperson Burns all present and accounted for.

Special Meeting:

December 2016 Bills

Linda will check with WAM on the question regarding if workshops are paid to Council. Mileage will be paid rather than having gas receipts for trips taken for Town business. Baker & Associates bills will be paid by the Grant as well as the bill from Record-Times. Because the same amount was included in November's bills as well as December's, we will ask Coby about this. Timberline Electric bill is for annual updates. Pole Mountain Electric bill is for street lights. Energy Lab is for water testing and Barco Municipal Products is for ADA Signs for the restroom which may also be paid for by the Grant. Linda will check with Xerox to see if we are under contract with them and for how long. Linda will call Attorney Jones on the Ordinance regarding if the Town is able to bond Steve Kelley since our Ordinance is not quite clear in this regard. Linda is filing an application to become a Notary. Some bills need to have the date payable changed so that we do not get late charges and we will begin looking at each bill's due date and call creditors accordingly. Mayor Redding will open a Quill account to order supplies rather than go through Office Depot. There seems to be duplicate bill from Office Max and Office Depot for the same amount. Since Steve is an authorized user on the account, he will call and get this issue straightened out. Mayor Redding would like to have full accountability on petty cash with a note on amount taken and for purpose used so that there are no discrepancies regarding petty cash. Council recommended that if bills are due prior to the next Council meeting that we change the due date on the bill or pay before the Council meeting so we don't get charged any late fees. Linda will call Dave Lerner with Wyoming Network to see if we can track lookers on our website so that expense can be justified. Councilperson Burns stated that LaDonna Sand's check for January should be pro-rated rather than to be paid for the entire month of January. Mayor Redding feels like this is an issue that Attorney Jones will have to advise Council on. Mayor Redding will use Attorney Jones as needed and not for every meeting, but he will be at meetings pertaining to Ordinances, etc. The Sam's Club bill for

\$194.96 was questioned by Council on where the items are and why they were purchased along with fuel. Mayor Redding stated that an audit from the State would cost \$20,000 and if more red flags are raised, they will come in and do an audit. In order to stop this from happening again, Mayor Redding will not be authorized on Sam's Club card or any other cards used by the Town. The only authorized users will be Steve Kelley and Linda Webster and all purchases will be approved by Council.

Outcome of Meeting:

Motion made by Councilperson Clark and seconded by Councilperson Stinnette to approve and pay December, 2016 bills as presented for payment with changes pending the correct amount owed on Office Depot bill which Steve Kelley will look into and Baker & Associates payment made for the same amount in November and December. All in favor. Motion carried unanimously.

Adjournment:

Motion made by Councilperson Clark and seconded by Councilperson Burns to adjourn the meeting at 7:40 PM.

Town Clerk

Mayor