



Work Session Minutes

April 13th, 2020

Meeting called to order by Mayor Coleman at 9:00am.

Present: Mayor Coleman, Councilman Ives, Councilman McCarthy, Councilman Wales
Councilman Hollander

Joni: Audit FY 19L

- Joni went over the packet. The first couple of pages explains their role as auditors. On Page 3 this is fixed assets. This shows the depreciation value and then cost minus depreciation. Pages 5 thru 9 is about the different funds we have. These don't include the fixed assets. Our Government fund is on a cash basis, which is what we want. This breaks down as our revenues and expenditures. It also shows us how we did compared to our budget. There is also a fund that shows us our reserve funds. Pages 12 is our enterprise funds. The next couple of pages explains how we summaries our policies and procedures of the funds. The last half of the pages goes over Wyoming Retirement and how it works and what is the town's position. At the end Joni gives her strengths and weakness and areas she sees that we might want to improve.
- Joni asked about questions. Mayor wanted to know if we have the court all worked out. Joni stated yes, they are tracking their bonds and income coming in. There is a lot of old accounts that need to be written off and she knows the Judge is in the process of doing that.
- Mayor wanted to know how we can meet the timeline for next year. We are late on our audit and he wants it to be on time this next year. Joni stated that communication is the main problem. We need to start early and get the stuff we need so we can work through any problems. She will start May 1st and get the information we need.

Cameron: Library Use Agreement:

- Mayor asked if anyone had any questions on the agreement. None spoke up. This will be the policy to use when we open the library to be able to work on the computers.

Sabrina:

- **WAM Membership:** Sabrina talked about her conversation with WAM. She thinks that the information that we can gain would be helpful, but for the price that they charge it is expensive. She stated that the cost is per population. We can try it for a year and see what we get. Sabrina did state that she likes to push so if we go through them she will make sure she get the answers she wants. The Mayor stated that the help that we have gotten from them in past has not been worth the money we paid. He feels it is a liberal organization and not much lobbying power happens. He feels that the price they charge is not worth the help they give. The Mayor also stated that he has been asking for resources for a town becoming a first class city. He still has not gotten the answers that they want. Councilman McCarthy thinks we should try them again. Councilman Hollander stated that if we don't get much out of it, then let's save our money for something else. Councilman Wales, stated he went to the WAM convention a couple of months ago. He liked the dinner but the classes were confusing and all at the same time. He wanted to go to a lot of the classes but they were all at the same time. He is not against trying them out again, but the price is high. Town Clerk, Christine stated that the times she has gone they have been helpful.
- **Sustainable Strategies:** Sabrina wanted to inform the council that the price you gave to us last time was high. It will cost \$10,000 to use Sustainable Strategies for another year.

Scott Radden:

- **Resolution 2020-11:** A Vacation and Replat of Lots 12,13,14, Block 4 for the Hills Replat

This is a vacation and replat off of Riverview. This is three lots into one. The P & Z forwards a due pass for this. No questions.

- **Resolution 2020-12:** A Vacation and Replat of Lots 1 & 2, Block 39, for the Beem Replat

This is a vacation and replat off 8th Ave and Platte. This person had to pay for water and sewer service for Lot 19 before the plate was approved. The P & Z forwards a due pass for this vacation.

- **Resolution 2020-13:** A Vacation and Replat of Lots 1,2,3 Natrona County Business Park

This is the Cornerstone apartments. They plan to start in June and have done in about 15 months. We are excited to get this going. They will close in a couple of weeks and get ready to start.

- **Resolution 2020-14:** A Vacation and Replat of Tract B of the Robertson Hills Commons and Tracts 1C, 2C, 3C, 4C of the Robertson Hills Commons

This is new subdivision in Robertson Hills Commons 2. These lots are considered commercial lots. Councilman Hollander asked if the residential will be right up against the commercial. Scott stated that the whole area is zoned commercial, and they would have to apply for a special review permit to do anything.

Christine:

- The amount that residents and business asked to be abated are \$132.65. There are 5 residents and 1 business. The Mayor asked if I would call all the business in town and touch base with them.

Mayor Coleman:

- Roof Replacement at Town Hall. The Mayor stated that the roof needs replaced at town hall. The back half was done a couple of years ago, but the front was just spot repaired. We are going to go out to bid to see if we can get a better price. Councilman Ives asked if we could peak it. The Mayor stated that would be expensive and we should just keep the way it is.
- Hire a Janitor and Library person: Christine stated that Connie is going to come work in the office. We will need a janitor and a person to work part time for the library. The full time person we have over there can only work 5 days and she is unavailable on Sundays and Mondays. So we will have to have someone who can cover those two days. I would love to have volunteers but you cannot count on them all the time. I think I can get away with a part-time position so we do not have to pay benefits. I was thinking of the starting pay to be \$15.50 an hour. Council thought that was good.
- Jonah Bank: Mayor asked if they had a chance to look over the proposal. With the changes over at First Interstate Bank he feels it 's better to make the move to a local bank and get better service and rates. We are starting the process and will have the new bank starting July 1st, 2020. We are also going to use them for the lease of the sanitation truck. Christine will add them to the banking resolution.
- COVID-19 Update: We are still producing the hand sanitizer. If people want it they need to go through the EOC. The grant has been approved and we need to make sure that we are using the money only for what the grant is for. We have our sanitizer around town and will start to see if doctors, nursing homes need some. Scott stated that if we need volunteers to get it out there he would help. ATI is making mask and gowns for the other towns and for first responders. They have all the material and have people wanting them.
- Census: Mike is get the message board out telling the residents to fill out the census form. The state is at 40% of people have turned it in. That is not good. Scott stated that if they do not fill out the form they will have someone come to their house to get the information.
- Budget: The department heads have given the budget to the Mayor and he is going to go through it and then send to council to review. There will have to be some changes to revenue because of the COVID-19 it will affect numbers. The state is behind on getting the numbers to us.

Mayor asked if there is any more questions. Councilman Hollander wanted to know about the Eagle landscaping. What else is going to happen around there? Is there going to be a parking lot and grass? The Mayor stated that you al received the plans. It explained it all there. The Mayor stated there will be parking and a sidewalk to access the pathway. We are still rebuilding the park. We have the equipment but waiting for the ground to get done. On the tiers at the eagle we were thinking of grass but now we will do flowers on a couple of the layers and concrete for sitting on the bottom layer. They should be done by June. Councilman Hollander then asked about the ramp. He stated it looks like it is almost done. The Mayor stated again, yes it is. We have the landscaping to do and some rails on the stairs. The gap on the railings we are going to have Reeb Welding come up with some decorative design. They will be replacing the tress. We are also doing to have the pain around the windows fixed. Councilman Hollander also asked if he could be added to the calendar when the P & Z meets.

No more questions.

ADJOURNMENT: Mayor adjourned the work session at 10:38am.

Attested: Christine Trumbull

