

The Governing Body of the Town of Dubois held a regular meeting on Wednesday, January 11, 2023. The following were in attendance:

Mayor: Patricia Neveaux
Council Members: Rick Lee, Bruce J. Thompson, Randy Lahr, Amanda Ysen
Clerk: Sandy Hust
Attorney: Rick Sollars
Press: Christine Snow, Dubois Frontier

CALL REGULAR MEETING TO ORDER - Pledge of Allegiance

APPROVE AGENDA – A MOTION to approve the agenda as presented was made, seconded and carried.

MINUTES - It was moved, seconded and carried to approve minutes from the December 14, 2022 regular meeting and the special meeting of January 3, 2023.

REPORTS

Official e-mail for Town of Dubois is: dubois@wyoming.com. Any correspondence addressed to council will be forwarded to appropriate e-mail addresses, copied and mailed, or personally delivered by the Clerk's Office.

Mayor's Report – Mayor Neveaux reported that the Town is planning on submitting a grant application for the Meckem Street Water/Stormwater project through the Local Government Project ARPA grant program. Mayor reminded councilmembers of the tasks that were agreed upon during a work session in August and reviewed the outstanding items. A special work session will be held on Saturday, February 4, 2023 at 9:00AM to discuss Title 9 changes and future projects.

Town Water Usage Report - In packets.

Planning Commission Report – Mayor Neveaux reported there are currently two vacancies on the Dubois Planning Commission.

Headwaters Community Arts & Conference Center Report – In packets.

Municipal Court Report – In packets.

TAD Report – Included in Financial Statement. Councilmember Lahr reported that the Wind River Visitor's Council reported a record year in 2022 and is ahead of last years' total.

DISCUSSION/INFORMATION/REMINDERS

Second Meeting in January Rescheduled - WAM Winter Conference - Meeting is Monday, January 23, 2023 due to the WAM Winter Conference.

W.S. 22-23-404 Swearing in of newly elected Mayor and Council Members – Mayor Neveaux reported that newly elected were sworn in on January 3, 2023.

ACTION

Town Code Title 2 and W.S. Titles 9, 15 - Appointments: Mayor does not vote on her own appointments. Mayor Neveaux made the following appointments with council ratifying:

It was moved, seconded, and carried to ratify Mayor Neveaux's appointment of Sandy Hust as Town Clerk, Western Law Associates as Town Attorney, Rob Denhardt as Municipal Judge, Amy Cross as Treasurer/Budget Officer, Summit West CPA Group, P.C. as Town Auditors, Tim Schell as Airport Manager, and John Meyer to the Dubois Planning Commission.

Town Code 2-1-2 Authorized Signers

Mayor Neveaux declared herself, all councilmembers, Clerk and Treasurer to be authorized signers on all Town accounts, checking and investments. The primary signers are Mayor and Town Clerk, with secondary signer only signing in the primary's absence. It was moved, seconded, and carried to ratify the designation of authorized signers.

2-1-2 Investment Committee

Consists of the Mayor and one appointed Councilmember without council consent. The Town Clerk shall be an ex officio member of the investment committee. All members of the Investment Committee shall sign the "Statement of Investment Policy" in compliance with W.S. 9-4-831(h). Mayor Neveaux confirmed members of the Investment Committee and appointed Councilmember Ysen.

Town Code 2-2-1 - Time of Regular Meetings - Second and Fourth Wednesday of each month at 7:00PM.

Town Code 2-3-3 - Presiding Officer - Mayor Neveaux appointed Councilmember Rick Lee as Mayor Pro-Tem. If Mayor or Mayor Pro-Tem isn't available, the remaining three councilmembers can call a meeting and appoint a Mayor Pro-Tem from amongst them.

W.S. 9-4-817(b)(ii) Designation of Depositories – It was moved, seconded, and carried to designate Bank of Jackson Hole, Wyoming Community Bank, WYO-STAR, WY Government Investment Fund,

Peaks Investment Management (which includes Sigma Financial and LPL Financial/Peaks Investment Management) as the Town’s depositories.

W.S. 15-1-110(a) Designate Official Newspaper(s) – It was moved, seconded, and carried to designate the Dubois Frontier as the legal newspaper for the Town of Dubois.

Agenda Policy: The agenda is closed at 12:00PM on the Friday before regular Council meetings, with packets to be distributed the Friday prior to the Wednesday meeting.

Vehicle Purchase – City of Riverton – It was moved, seconded, and carried to approve the purchase of a 1999 Dodge ¾ ton 2x2 pickup for \$5.00 and the purchase of a 1990 Ford 1-ton 4x4 dump truck for \$5.00 from the City of Riverton.

Resolution No. 2023-001

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A GRANT THROUGH THE LOCAL GOVERNMENT PROJECT ARPA GRANT PROGRAM ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF DUBOIS FOR THE PURPOSE OF FUNDING THE MECKEM STREET WATER IMPROVEMENTS, STREET REPLACEMENT AND STORMWATER SYSTEM IMPROVEMENTS

It was moved, seconded, and carried to approve Resolution No. 2023-001.

Resolution No. 2023-002

A RESOLUTION SUPPORTING A REQUEST FOR STATE FINANCIAL AID FOR AVIATION ENCOURAGEMENT AND FLY IN EVENT FROM THE WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION

It was moved, seconded, and carried to approve Resolution No. 2023-002.

Resolution No. 23-003

A RESOLUTION AUTHORIZING THE SUBMISSION OF AND AUTHORIZING THE MAYOR TO SIGN A NEVERSWEAT RECREATION BOARD 2023 GRANT APPLICATION FOR THE PRESENCE OF TWO HOT-AIR BALLOONS OFFERING BALLOON TETHERED RIDES AT TOWN PARK BOTH THE EVENING OF AUGUST 11, 2023 AND EARLY MORNING OF AUGUST 12, 2023, AND OTHER ENTERTAINMENT PROVIDED AT DUBOIS MUNICIPAL AIRPORT THROUGHOUT THE MORNING OF AUGUST 12, 2023 AS FEATURED COMPONENTS OF WYOMING’S ‘THIRD HIGHWAY INTO DUBOIS’ FLY-IN & COMMUNITY AVIATION DAY

It was moved, seconded, and carried to approve Resolution No. 2023-003.

Donation of Equipment – Flink Sander – This sander will need to have the hydraulic fittings replaced. It was moved, seconded, and carried to accept a donation of a Flink Sander from R & D Backhoe valued at \$1,200.00. The governing body expressed appreciation to Fuzzy Hutchison with R & D Backhoe.

Accounts Payable – It was moved, seconded, and carried to approve the Accounts Payable list dated January 9, 2023.

CHECK NO.	AMOUNT	VENDOR / DESCRIPTION
22120101	1,151.47	BC/BS FROM 12/08/2022
3376	24,934.89	THROUGH 3385 AND 22121501 - 22121509 12/15/2022 PAYROLL
21121501	625.00	GREAT WEST - 457 PRE-TAX CONTRIBUTION
21121502	7,300.65	IRS - PAYROLL 12/15/2022
3386	48.00	NCPERS - INSURANCE
22121901	1,500.00	CROSS, AMY - PAYROLL BENEFIT REFUND FROM OVERPAYMENT
3387	507.50	CLEAN SWEEP CLEANING SVCS, LLC - CONTRACT CLEANING
3388	560.00	MEYER, PATSY J. - CONTRACT CLEANING
22123101	49.50	DEARBORN LIFE INSURANCE COMPANY - EMPLOYEE INSURANCE
22123102	625.00	GREAT WEST - 457 PRE-TAX CONTRIBUTION
22123103	3,882.59	IRS - PAYROLL 12/31/2022
22123104	1,304.39	WY DEPT WORKFORCE SERVICES – UI/WC
22123105	5,036.65	WYOMING RETIREMENT - STATE RETIREMENT
3389	13,453.67	THROUGH 3401 AND 22123101 - 22123103 12/31/2022 PAYROLL
3402	254.08	POSTMASTER - UTILITY BILLS

This institution is an equal opportunity provider and employer.

22123101	9.90	DEARBORN LIFE INSURANCE COMPANY - EMPLOYEE INSURANCE
22123104	262.92	WY DEPT WORKFORCE SERVICES – UI/WC
22123105	0.01	WYOMING RETIREMENT - STATE RETIREMENT
3403	102.14	ACE MOUNTAIN HARDWARE - SUPPLIES
3404	60.00	BANK OF JACKSON HOLE - SAFETY DEPOSIT BOX RENTAL
3405	157.50	CLEAN SWEEP CLEANING SERVICES, LLC - CONTRACT CLEANING
3406	425.43	DUBOIS FRONTIER - ADVERTISING
3407	6.99	DUBOIS SUPER FOODS - DRANO MAX
3408	191.28	DUBOIS, TOWN OF - UTILITIES
3409	910.00	ENERGY LABORATORIES, INC. - TESTING
3410	4,166.67	FREMONT COUNTY SHERIFF OFFICE - LAW ENFORCEMENT CONTRACT
3411	4,610.00	FREMONT COUNTY SOLID WASTE - DUMP FEES
3412	177.42	HIGH COUNTRY LINEN - RUGS
3413	49.25	MCI - LONG DISTANCE CHARGES
3414	394.29	NAPA AUTO PARTS OF DUBOIS - PARTS/SUPPLIES
3415	22,716.00	NATIONWIDE - INSURANCE
3416	67.07	ODP BUSINESS SOLUTIONS, LLC - OFFICE SUPPLIES
3417	45.16	OFFICE SHOP, INC. - COPIES
3418	181.80	OVERHEAD DOOR CO OF RIVERTON/LANDER - SHOP DOOR REPAIR
3419	674.53	RANGE- TELEPHONE SERVICES
3420	5.00	RIVERTON, CITY OF RIVERTON - 1999 DODGE 3/4 TON 2X2
3421	5.00	RIVERTON, CITY OF RIVERTON - 1990 FORD 1 TON 4X4 DUMP TRUCK
3422	57.80	ROD'S SAW REPAIR - TOOL REPAIRS
3423	12.50	VISA 0089 - MEETING MEAL
3424	39.99	VISA 6608 - PLANT SAUCERS
3425	787.50	WESTERN LAW - PROFESSIONAL SERVICES
3426	923.08	WY DEPT OF TRANSPORTATION - FUEL
50418	1,485.75	DBT TRANSPORTATION SERVICE - AWOS PERIODIC MAINT.
50419	250.00	DBT TRANSPORTATION SERVICE - WEATHER DATA SERVICES
50420	16,938.48	HIGH PLAINS POWER - ELECTRICAL CHARGES
50421	522.76	NEWMAN SIGNS, INC. - SIGNS FOR EQUIP/VEHICLES
50422	13.99	PAINTED VALLEY, INC. - DUCT TAPE
50423	15.49	STOTZ EQUIPMENT - CHAIN SAW GAS
50424	442.98	UNION TELEPHONE COMPANY - CELL PHONES CHARGES
50425	7,500.00	WYOMING WASTE SYSTEMS - GARBAGE COLLECTION
	125,442.07	APPROVED 1/11/2023 AND CHECK REGISTER

TAD Funds Payables - It was moved, seconded, and carried to approve TAD Fund payments dated January 9, 2023.

CHECK NO.	AMOUNT	VENDOR / DESCRIPTION
253	72.19	HIGH PLAINS POWER - TOWN MEGA SIGN
254	107.00	RANGE - TELEPHONE SERVICE
255	1607.15	VISA 6608 - SPORTSMANS EXPO FURNITURE RENTAL/WHEEL
256	13.28	VISA 7382 - POSTAGE FOR PACKETS
	1,799.62	APPROVED 1/11/2023 AND CHECK REGISTER

December 2022 Financial Report - A MOTION was made, seconded, and carried to accept the December 2022 Financial Report as presented and approving of non-FDIC collateralized cash investments.

Executive Session – A MOTION was made, seconded and carried to adjourn into Executive Session regarding personnel and potential litigation at 7:20PM. It was moved and seconded to return to open session at 7:47PM.

A short discussion followed the executive session regarding the management of the Dennison Lodge to update Councilmember Ysen.

Adjourn - A MOTION to adjourn Regular Meeting at 7:51PM was made, seconded and carried.

ATTEST:

APPROVED:

Sandy Hust, Town Clerk

Patricia Neveaux, Mayor

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Minutes approved as amended at the Council meeting of January 23, 2023.