

REGULAR MEETING  
KAYCEE TOWN HALL  
December 11, 2018  
7:00 P.M.

**Present:** Mayor: Crosby Taylor. Councilmembers: Barry Gehrig, Torie Hill, Ethan Knapp, and Audrey Davis. Clerk: Kristen LeDoux. Attorney: Barry Crago. Law Enforcement: Ken Richardson. Public Works Director: Kurtis Maxwell. Public: Sadie Cohee, Katrina Carpenter, and Marianne Knapp.

Mayor Taylor called the meeting to order at 7:00 p.m.

**Maintenance Report:** Mr. Maxwell informed the Council that several street signs are missing or broken and will need replaced. The pot holes on Pierson Street have been filled. New street light supplies have been ordered and will be repaired when the parts arrive. Mr. Maxwell presented the Council with a proposed policy for selling bulk water. The Council reviewed the policy and it is available at Town Hall.

**New Business:**

**Oath of Office:** The oath of office was administered to newly appointed councilmember Ethan Knapp.

**Rise and Shine Learning Center:** Ms. Cohee stated that the daycare recently held a board meeting where cleanliness issues were discussed. Ms. Cohee asked for clarification as to what the daycare is and is not responsible for cleaning. If the daycare finds any issues with the building they will contact Town Hall so that the problem can be addressed.

**Catering Permit:** The Council was presented with a request for a catering permit from the Hole in the Wall Bar to cater the New Year's Eve party at the Harold Jarrard Park on December 31<sup>st</sup>. There being no public comment, Councilman Gehrig moved to approve the catering permit. Councilwoman Hill seconded. Motion carried.

**Signs:** Mr. Maxwell presented the Council with a quote from Wyoming Signs to produce the necessary labels for the Town facilities. Mr. Maxwell also presented the Council with a quote for a labeltac printer that would enable the Town to produce their own signage. It was agreed that the printer would be the most economical method in the long run.

**License Publishing:** Mayor Taylor suggested that the Town consider publishing what businesses in Town hold current business licenses as an additional service to the community and visitors.

**Law Enforcement:** Mr. Richardson gave his monthly report to the Council. There has been an increase in traffic violations recently.

**Old Business:**

Street Lights: Mayor Taylor met with Powder River Energy to establish a plan for street lights in the newer subdivisions.

**Legal Issues:**

Police Car: Mr. Crago informed the Council of the legal process for selling the police vehicle. The Town will first try to sell the vehicle “as is” in the municipal ads.

Harold Jarrard Park Contract: Mr. Crago stated that a new contract is in the works.

**Minutes:** Councilwoman Davis moved to approve the minutes from the regular meeting held on November 27<sup>th</sup> as presented. Councilwoman Hill seconded. Motion carried.

**Treasurer’s Report:** Ms. LeDoux presented the Council with the year to date financial report. Councilwoman Davis moved to approve the treasurer’s report as presented. Councilwoman Hill seconded. Motion carried.

**Approval of Bills:**

The following bills were audited and approved for payment:

Bargreen Ellingson, Supplies - \$75.34; Buckingham Lumber, Supplies - \$73.95; Buffalo Porta Potty, Rental/Lease - \$150.00; Crago Law Offices, Contract Labor - \$525.00; Dpt. of Workforce Services, Payroll Liability - \$323.48; EFTPS, Payroll Liability - \$2,611.22; Energy Laboratories, Testing - \$44.00; Frandson Safety, Testing - \$20.00; Hawkins Inc, Supplies - \$356.80; Johnson County, Contracts - \$4,166.67; Kaycee General Store, Supplies - \$8.56; Kaycee Voice, Advertising - \$21.00; Lakeway Power Sports, Asset - \$12,467.39; Montana Dakota Utilities, Utilities - \$855.34; RT Communications, Telephone - \$326.42; Tedesko Repairs, Repairs/Maint. - \$387.54; Tom’s Tires and Repairs, Repairs/Maint. - \$590.26; Visa, Short Term Liability - \$4,111.81; Wyoming Retirement System, Payroll Expense - \$1,840.40. Councilman Gehrig moved to approve the bills as presented. Councilwoman Hill seconded. Motion carried.

**Adjournment:** With no further business the regular meeting was adjourned at 8:10 p.m.

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Crosby Taylor, Mayor

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Kristen LeDoux, Town Clerk