

TOWN OF HUDSON
MEETING TYPE: Regular Council Meeting
333 S Main Street
HUDSON, WY 82515
January 9, 2024

REGULAR MEETING OF THE TOWN COUNCIL

Mayor Oler called the Regular Council Meeting to order at 6:00 p.m. The Pledge of Allegiance was recited, and roll call was announced.

Governing Body Present: Mayor Sherry Oler, Councilmembers, Brady Hamilton, Zeke Bonella, Kevin Kummer, and Helen Gordon were present. A quorum was declared.

City Staff Present: Town Attorney, Rick Sollars and Clerk-Treasurer, Kathy Shoopman were present.

Audience: Maralyne Middour, Tim Pawol, Molly Samietz, Urie Shelby of HDR

Mayor Oler made an announcement asking those present to silence all cell phones and if they are hard of hearing to please sit in the front row. She stated that only agenda items will be addressed and residents presenting agenda items will have five (5) minutes to address the council.

Public Comments: Molly Samietz. – Mrs. Samietz addressed the council regarding charges on her water bill for a broken water line under her house. Molly explained the water break and that they did not realize the line had broken for several days. She said there was a billing error with express Bill Pay several years ago and she thought her large bill may be associated with something similar to that episode. Mrs. Samietz stated that once she phoned Town Hall, she did not receive a call back for over two months and feels strongly that she should not have to pay since no one contacted them before two months went by. Clerk Shoopman stated that she never received an email or phone message from Mrs. Samietz. Councilman Hamilton asked why the email wasn't received? Asked if Molly had a copy of the email being sent. Molly sent it through the web contact and did not receive a verification. Molly stated they paid \$1700 bill in December and Kathy removed the late fees for payment in full. Councilwoman Gordon explained her feeling that if it runs through your meter, it is your responsibility as a homeowner. Then asked what would make Molly happy? Molly would like \$250 back on her bill. After discussion and review the council agreed on the amount coming to \$293.61. Councilwoman Helen Gordon moved to credit Molly Samiet' utility account \$293.61. Motion was seconded by Councilman Zeke Bonella. Motion passed. Clerk Shoopman will credit the account tomorrow and send verification to Mrs. Samietz. Molly thanked the council and left the meeting.

HDR Presentation: Mayor Oler stated that she had invited HDR to come and present at the meeting and gave a short background on the project.

Urie Shelby did a presentation about HDR and what they can offer the Town in terms of the Master Plan. He stated many funding agencies look for an engineering report for grant applications. If Hudson is going to pursue federal dollars an engineering report will be a great first step. He stated there must be one done for water, and one done for sewer. They cannot be combined. There is a search grant available for \$30,000 and he stated an estimate for a statement of work would likely be in the neighborhood of \$47,110. This would include the lagoons, lift station and main trunk lines. A sludge report would need to be completed as well. Applying for this \$30,000 grant would be the first step in getting grant funds for repairs.

TOWN OF HUDSON
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January 9, 2024

Councilman Brady Hamilton moved that the town apply for the grant, seconded by Councilman Kevin Kummer. Motion passed.

Consent Agenda:

Minutes: correction or approval of the minutes of the December 12, 2023, Council Meeting.

Financial Report: Correction or approval of the December 31, 2023, financial report.

Payment of Bills: Corrections or approval of the payment of bills for January 2024.

Mayor Oler asked if there were any questions or concerns regarding the aforesaid council minutes, financial report, or payment of bills.

Councilwoman Helen Gordon moved to approve the consent agenda, minutes, financial report, and payment of bills, seconded by Councilman Zeke Bonella. The motion unanimously passed.

DEPARTMENT REPORTS

Mayor's Report - January 2024

I can't believe it is January 2024 and I have been Mayor for one year! The year passed really fast. I want to thank all of you for your work for the town, your support of my vision and your kind words throughout the year.

Flood Mitigation: We are working on a FEMA BRIC grant application for an engineering report as phase 1 of flood mitigation. The engineering report will provide the town with a game plan identifying where we start, each stage in between, and a final resolution to our flood issues. The completion of this report will open doors for federal grant approval in the future.

Sewer Lift Station: We are still waiting for repair parts and installation.

Digital Sign: The digital sign is being installed. I hope to see installation complete by Tuesday's Council meeting.

HERO Application: I believe we have a new HERO Application and I will also be submitting a request to the committee for funds for the baseball park and covered bus stops.

Ordinances: Are available on the Town's website and can be located under the government tab.

TOWN OF HUDSON
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HUDSON, WY 82515
January 9, 2024

Radar Speed Signs: WyDOT has installed radar tracking on main street. I hope to receive the results soon. If we qualify, it will open doors for grants to install radar signs, additional speed signs, a crosswalk, and new curb and gutter on Main Street.

Cemetery and Ball Park: We have cemetery committee meeting scheduled January 15, 2024 at 6pm and a ball park committee meeting scheduled January 10, 2024 at 6 pm. I am hoping to get both these committees up and running.

Town Hall Floor Replacement: Gale's Carpet One is starting the project of removing and regluing the new floor at town hall. We should be able to continue business as usual without too many interruptions as they will be working a section at a time.

Environmental/Energy Assessment: A new opportunity opened during December to work with UW to get an energy audit. Marilyn contacted the program manager and I believe we are on the list for a student assessment. When complete, the assessment will help the Town address the failed solar envelope system and hopefully help with repair of the wall panels, which are broken and letting rodents in.

CLERK – TREASURER REPORT

January 2024

A new year is here already. The holidays were a busy time for all of us and the Town Hall was no exception. There were several events that took place in Town Hall and revenue brought in from rental fees. I think once word gets around, we will see an increase in rentals and therefore an increase in revenue. The contractor is working with the flooring subcontractor, and they will be making some adjustments and repairs to the flooring.

Hudson Closet reopened last month and has been a flurry of activity with people donating and people finding. Char has done an amazing job of getting it organized and set up and with the new guidelines she is able to keep up.

I have been working on recreating or creating from scratch several forms for the town. We will have new forms for various activities, functions, needs, etc. in the coming year. We will have a cemetery form to fill out for a burial, there will be a rental agreement form for Town Hall rentals. I am working on a payment agreement form for the residents that have set up payment agreements, and there will be a new employee policy and procedure manual to name a few.

The mayor has been putting together a cemetery committee to get the cemetery projects done and updates made. Once that gets going, it will be nice.

The Town Ordinances have all been scanned and put on the website now. Thank you to Maralyne for taking on that task!

Our plans to get on the State insurance are going well. We have a zoom meeting scheduled for early January to get the ball rolling for an effective date of February 1. There are several hoops to jump through, but overall, it is much better insurance with more benefits.

TOWN OF HUDSON
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HUDSON, WY 82515
January 9, 2024

I have created a spreadsheet to track the payment arrangement agreements for past due bills and make sure they are complying. So far everyone that entered an agreement has kept up their end of the agreement, apart from one or two and they have been contacted.

LIEAP requested copies of utility bills for approved customers from June through November to be scanned and uploaded to their website so they could pay out their left-over monies. I spent a full day going back and printing and scanning and uploading bills, but we did receive over \$2100 in funds. I know the affected residents are very appreciative.

We have enlisted Summitt CPA firm to help with our F-66 report to the state. They came in on such short notice and late, that we are currently in non-compliance status, but have been granted a grace period from the Audit Department to allow them time to prepare the audit.

With the organization that Taylor has completed, we see we have an abundance of office supplies. I have been using the old envelopes we have found by printing mailing labels for the utility billing and, while it is more time consuming to put together, the effort will use up what we have an abundance of and save money on ordering new window envelopes. Except for paper and pens, we should not have to purchase any office supplies for a while.

I watched webinars and researched online and managed to figure out how to update the meter reading routes. I have a new and improved list ready to go. We are still dealing with questions and complaints about the water rate increase, but I hope those will subside soon.

Taylor has about worked herself out of a job. Her six-month approved time is up next month, and we are taking advantage of the last bit of time we have with her. She is currently looking for different employment and we will miss her and wish her the best. With me being so sick during the last week of November, it opened our eyes regarding the need for a second person in the office that knows how to do the job and run the computer programs. I am hopeful we can advertise for an office assistant soon. I have some family issues to deal with and I will be needing to take some time off on a regular basis in the coming months.

We are still looking for a good fit for a maintenance person. We are advertising through job service currently. We did not have any responses from our last advertising efforts with the newspapers.

I have been working on the renewal of the Liquor Licenses for Svilar and Union Whiskey. The public hearing will be just before the February council meeting. There is a new Renewal Form this year, so it is different navigation.

We should be receiving our new electronic sign from the Wind River Visitor's Council. It will be mounted on the side of the building where everyone can see it. There are many features to learn, and we can program various information to display.

Mayor Oler is working on a deal to move the free bread and food deliveries to be moved to the old jail building behind town hall. This will alleviate all the traffic and food waste from in front of the building.

We will be working on a Budget Resolution for next month to move some funds around to cover expenses and salaries.

Wishing you all a Happy New Year. I am excited to see what 2024 will bring to Hudson!

TOWN OF HUDSON
MEETING TYPE: Regular Council Meeting
333 S Main Street
HUDSON, WY 82515
January 9, 2024

Water Treatment Plant Report to Council

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The Treatment Plant Produced 1,892,811 Gallons in the Month of December 2023, averaging 61,058 gallons per day.

As stated in last month's report, the December Bacteriological sample was collected and made it to the State Lab in Cheyenne on time and was satisfactory. This months sample is facing the winter challenge of not freezing before it gets to the lab in Cheyenne.

The new sodium permanganate pump was put into testing for calibration and was found to have been shipped with the wrong rotor for the pump head. It was brought to the attention of Watson Marlow who immediately shipped the proper rotor for the supplied tubing. Calibration has taken place and we're nearing the point of application of the Permanganate with the new system. The mis' sized rotor has been returned to the Watson Marlow Company.

The new secure SCADA callout system has been put into service and the initial testing has been successfully completed.

The secure Tosibox key application is now allowing our cell phones for access to the SCADA without being tied to a PC.

As reported earlier, the supply valve positioner and controller failed completely on LPM #2. A new valve positioner and controller were installed. The valve itself had to be changed and we're still having an issue with the valve sticking open which is PLC related, not mechanical. I've been working on that issue with a Brey Valve Technician at Intermountain Controls in Aurora, Colorado.

Our IT guy from ITCET, Brendan Lamb, has gone on to work for Pacific Corp, doing their PLC work on wind turbines. He has reminded us that they have an Allen Bradly savvy person taking his place at ITCET.

We've received a new pH probe for the Clearwell sample line which is requiring modification to the sampling stream to monitor effectively. The sampling line will include pH and total dissolved solids monitoring from the plant.

Again, I'm still waiting for a decision from the council as to the old PLC's being legally sold as they do have some value. We may be able to get some cash instead of disposing of them in the trash bin. We also have some pumps and obsolete controllers that could hopefully be turned into cash.

The new High Service Pump we were having an issue with from Rusell Industries in obtaining a pump without having major modifications necessary has been reordered from Ambiente H2O with original specifications for our application. Rusell Industries order has been cancelled.

TOWN OF HUDSON
MEETING TYPE: Regular Council Meeting
333 S Main Street
HUDSON, WY 82515
January 9, 2024

Bulk sodium hypochlorite from Hawkins has been delivered. We are in great shape for chemicals until the weather breaks in the spring.

A new shelf hung at city hall for the Security Camera DVR and monitor.

Happy New Year to All.

DECEMBER MAINTENANCE REPORT

Week of December 1st. Throughout the week perform my daily operations starting the water plant and security checks at tanks, maintenance, and lagoons. Collect garbage's from town and fill dumpsters at WTP. Flat bed to county shop in lander and fill 26 gallons of fuel. Ace Hardware to purchase new chainsaw to replace old unrepairable one.

Weekend of 2nd and 3rd. Harry on call coming in daily to perform maintenance duties and required tasks at WTP.

Week of December 4th. Throughout week performed all WTP daily duties and required tasks. Tuesday the 5th found lift pump not working at lagoon, took out #1 pump back flow valve and cleaned reinstalled. Also put new suction lines on solenoid and air pump as the others were blocked almost closed. Transferred 40 gallons of diesel fuel into WTP generator from fuel truck, then to lander to refill tank. Work order for Hankins water off on Illinois street. Replace southwest security light at WTP. Thursday the 7th flag was ordered to half-mast. De ice front of town hall. E. coli test from lagoon to Riverton for testing. Lagoon levels rising with warm weather melting 28 inches of snow, open v-notch for undetermined time to drop levels. Found military pump froze up called Zeke and discussed issue, he found a little water in bottom left over from yearly maintenance and cleared it and back to running order..... Thank you, Zeke. Collect garbage.

Week of December 11th. Perform daily maintenance duties and operations at WTP throughout the week. Received cooler with sampling equipment from Energy Labs for lagoon. Install door stops at town hall for bathroom doors. Install bulletin boards for Kathys office and breeze way. Work order Mike Stewart final meter reading. Move chairs in town hall bays to make room to move sandbags out. Made 6 block off panels to put in bottom vents in town hall and install. Thursday 14th found no heat in water plant, accessed roof and clear frost from air inlet to HVAC unit and reset system. Friday 15th was the same issue at WTP. Once again access clear and reset to running. Collect garbage.

Weekend of the 16th and 17th. Harry on call, performed WTP walk throughs and daily tasks as needed.

Week of Monday December 18th. Throughout the week perform daily operations at WTP security checks at tanks, maintenance, and lagoons. Decorate memorial park and town hall with lights for the Holidays. Tuesday 19th Seth Wood here from Dubois for 1 hour lagoon maintenance. Fix WTP front

TOWN OF HUDSON
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333 S Main Street
HUDSON, WY 82515
January 9, 2024

gate to open close without dragging. Wednesday 20th meter reads finish December 21st. September 23rd through 25th holiday leave with Don on call.

Week of Tuesday December 26th. Perform WTP maintenance and daily tasks, security checks. Start snow removal and continue through week till finished. Meet with Seth Woods for 1 hr. lagoon maintenance. Lander to fuel truck, 31.1 gallons gas and 17.6 gallons diesel.

Saturday the 30th and Sunday the 31st Harry on call performing WTP daily walk through and maintenance tasks. Security checks water tanks, maintenance, lagoons and cemetery.

Councilman Zeke Bonella commented about the items Don Rood would like to sell. Mayor Oler explained about the Reverse Osmosis system at the Water Treatment Plant being inoperable and Don would like to dispose of the PLC's. We do not have anyone with the skill set to make it work again. Parts are obsolete. It would take a lot of money to get it up and running. The question was asked if we could get something purchased from grant funding. The DEQ may be able to suggest someone who can look at the system. Councilwoman Gordon questioned if it is hurting or costing anything to have it sit there. The Mayor would like to see the sanitary survey come back first. The Mayor of Lander is planning to ask for \$84M to connect Hudson to Lander water in the future. Eventually, the state will require a "Regional" water system. This matter was tabled for now.

Councilman Zeke Bonella moved to approve the department reports, seconded by Councilman Kevin Kummer. The motion unanimously passed.

Wind River Visitor Council Report – Helen Gordon, as liaison to the WRVC for the Town of Hudson reported on the Wind River Visitor Council happenings. She stated that the digital sign should be installed soon. Helen Wilson has been absent, so things have been slow in their offices. Their community involvement person that came on board in October is now leaving. They have a budget meeting on Thursday and will be discussing hiring a web development person. They need administrative help as well. They will not be meeting again until February as they will be going to the Governor's Conference.

Old Business:

SEWER LAGOON & LIFT STATION REPAIRS: We are still waiting for the parts for the lift station repairs, the lagoon has been repaired.

H.E.R.O. APPLICATIONS: HERO (Hudson Economic Recovery Organization) – Applications were uploaded to the website and Facebook. A letter was also sent to the business owners in town. There have been some technical difficulties, but all seems to be working now. The paperwork will be printed out and sent to the HERO Committee. Mayor Oler would also like to ask them to set aside funding for the ballpark and bus stop covers.

TOWN OF HUDSON
MEETING TYPE: Regular Council Meeting
333 S Main Street
HUDSON, WY 82515
January 9, 2024

PURSUIT OF GRANT FUNDS THROUGH A 501c3 CORPORATION: -- Maralyne is working on some fund-raising efforts for cemetery beautification. She reported getting a comedy night in Lander as a first step to raise funds in support of Hudson. This received nods of approval.

AMERICORP ANNUAL FEE FOR VOLUNTEER SERVICES: - Mayor Oler explained the program and found out there are no open slots available right now. So, the town has some time to further investigate before the next application window opens up the end of summer.

NEW BUSINESS: The following appointments were made:

COUNCIL PRESIDENT/MAYOR PRO-TEM

Councilman Zeke Bonella nominated and moved to appoint Councilman Brady Hamilton to serve as Council President/Mayor Pro-Tem. Motion was seconded by Councilwoman Helen Gordon. Councilman Brady Hamilton stated he may have some time constraints but is willing to serve. Motion passed unanimously.

APPOINTMENT OF MUNICIPAL JUDGE – Teresa McKee

Mayor Oler explained that she contacted Mike Barton who has served the town of Hudson for years only to find out that he has let his bar license lapse since retirement and declined her offer. Mayor Oler then reported that Judge Teresa McKee agreed to serve as Municipal Judge for Hudson. Motion to approve appointment of Teresa McKee as Municipal Judge was made by Councilman Brady Hamilton, seconded by Councilman Zeke Bonella. Motion passed unanimously.

DEPOSITORIES:

It was reported that Bank of the West is now BMO Bank, N.A. and is still on the list of approved depositories for the State of Wyoming.

BMO BANK/WYOSTAR/WY Investment Fund

Motion to designate BMO BANK as the depository bank for Hudson was made by Councilwoman Helen Gordon, seconded by Councilman Kevin Kummer. Motion passed.

SIGNATORIES for all Town Designated Depositories:

Mayor Oler

Mayor Pro-Tem: Councilman Brady Hamilton

Clerk/Treasurer: Kathleen Shoopman

TOWN OF HUDSON
MEETING TYPE: Regular Council Meeting
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January 9, 2024

Motion to designate Signatories was made by Councilman Zeke Bonella, seconded by Councilwoman Helen Gordon. Motion passed.

NEWSPAPERS:

For Required Official Notifications: Riverton Ranger

Motion to designate newspaper was made by Councilwoman Helen Gordon, seconded by Councilman Brady Hamilton. Motion passed.

FEE SCHEDULE: A discussion was held to update the Town fee schedule for cemetery fees, copies, faxes, notary services, Town Hall rental fees, Svilar Park reservation fees, Water/Sewer tap fees, turn off/on fees, late fees, non-sufficient fund fees, building permits, excavation permits. Fees were discussed and a draft resolution will be presented in the near future.

EMPLOYEE POLICY AND PROCEDURE MANUAL: Review and discussion of updated Employee Policy and Procedure manual for consideration. The attorney would like to see some changes made to the manual, so this item was tabled for the time being.

OLD TOWN HALL: - Mayor Oler reported that she has approached Louise Barker about leasing the Old Town Hall for the bread and food deliveries and set it up as a food pantry for Hudson. The lease will be \$1 per year. Motion to approve the lease was made by Councilman Brady Hamilton and seconded by Councilwoman Helen Gordon. Motion passed and Mayor signed the lease agreement.

EXECUTIVE SESSION: Contract Services. Motion was made to adjourn into executive session by Councilwoman Helen Gordon, seconded by Councilman Zeke Bonella and passed. Meeting adjourned to Executive Session at 7:30 p.m.

Motion to adjourn out of executive session and resume regular session was made by Councilwoman Helen Gordon and seconded by Councilman Kevin Kummer. Motion passed and the Regular Session of Town Council Meeting resumed at 7:48pm. There was no action taken during the executive session.

Clerk Shoopman advised there are two public hearings before the February Council Meeting and suggested meeting at 5:30 for a brief snack before the meeting commences at 5:45. She will bring green chile.

TOWN OF HUDSON
MEETING TYPE: Regular Council Meeting
333 S Main Street
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January 9, 2024

ADJOURNMENT: There being no further business to come before the council. Councilman Zeke Bonella moved to adjourn the meeting. Motion was seconded by Councilwoman Helen Gordon. Motion passed unanimously and the meeting was adjourned at 7:49 pm.

Attest:


Clerk/Treasurer, Kathy Shoopman



Councilwoman, Helen Gordon


Councilman, Zeke Bonella

Approved:


Mayor, Sherry Oler


Councilman, Kevin Kummer


Councilman, Brady Hamilton