SIGURD TOWN BOARD & COUNCIL MEETING

Wednesday, September 16th, 2026

Opening Remarks: A "board/work meeting" typically refers to a gathering of an organization's directors (councilmembers and mayor) to discuss high-level strategic decisions, policies, and overall company direction, with no citizen input or comments unless asked while a "council meeting" is where elected officials or representatives convene to deliberate on public policy matters and decisions impacting a community or municipality, often with more public involvement.

Please Turn Off Cell Phones

Town Work Meeting (6:00 P.M.)

Meeting Called To Order: By Mayor Jennifer Bastian
Prayer: Mayor Jennifer Bastian
Pledge Of Allegiance: Led by Mayor Jennifer Bastian
Roll Call: Mayor Jennifer Bastian, Council Members Kayla Tanner, Audie Ekker, Gary Hart
Citizens Present: Brock Jackson, Kathleen Black, Cheyenne Harvey, Craig Bunker, Parker (Jones & DeMille), Shawn Meik, Jim & Marieann Freeby, Tori and Rex Bagley

Jones & DeMille

- **1. Water Loan 60% Update:** Reviewed $26,000 update and $11-15 increase on water bill. The town services 188 customers.
- **2. Waterline Project:** The new waterline project alignment will be moved to the west side of the fence near the old railroad property.
  Construction teams must maintain a 3-foot clearance from an existing gas line crossing. Road repairs associated with the new waterline will require T-patching.Temporary water service lines will be utilized during construction and shut off once completed.The bidding process for the project is expected to take three weeks once the documents are finalized.
- **3. Asset Management Plan:** Discussed Asset Management Plan updates.

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- **1. Formal Introduction:** Brock Jackson introduced himself as the new representative for the six county association of governments.
- **2. Fraud Risk Assessment:** Discussed future reporting suggestions for regional fraud risk assessment.
- **3. Community Assist:** Brock will assist the towns in Grants (CDBG) and (CIB) funding. Upcoming application deadlines are October 1, February 1, and June 1.

Department Reports

Planning Commission: (Kathleen Black)

- **1. Water Ordinance Updates:** The council discussed changes to Water Ordinance 7.06.010, which includes updated procedures and shut-off notices for delinquent bills.

Maintenance: (Craig Bunker)

- **1. GP Water Meter:** Discussed doing next month to see difference; fire hydrant change out and Fillmore meter and swapped out at Sweet Water and Olsens.
- **2. Road Sign Research:** Staying with 4x4 posts. The council discussed purchasing four LED flashing stop signs at a cost of $1,000 per sign. Solar flasher units were also considered as an alternative at $700 each.
- **3. Pressure Washer:** Evaluated options for purchasing a pressure washer.
- **4. Mowing Update (Main):** Main mowing tasks completed.
- **5. Trailer Update:** The council reviewed options for purchasing side dump trailers, comparing a 2016 model for $7,000 against a 2026 Western trailer for $13,735.

Public Safety & Community Relations (Fire Dept): (Kayla Tanner & Dalton Brown)

- **1. Bungee Run Trade:** Discussion ongoing regarding trade options.
- **2. Fire Department Update (Logo & Oath):** Updates regarding new fire department logo and oath.
- **3. Fire Truck Bids & Acceptance:** Lower starting bid to $500.00
- **4. Mural Bids & Acceptance:** Reviewed mural bids ($3,500 quote by Kate).
  Motion: Gary Hart Second: Audie Ekker

Parks & Cemeteries: (Michele Visarraga)

- **1. General Maintenance & Updates:**

Roads: (Audie Ekker)

- **1. General Road Maintenance:**

Water: (Gary Hart)

- **1. Water Lateral Break (Town Hall):** Addressed lateral line break at Town Hall and water ordinance.

Activities Committee (Kayla Tanner)

- **1. Event Planning:**

H. Office: (Gary Hart)

- **1. Office tasks:**

Action Items List:

Mayor

- **1. Digital Timecard App:** Evaluated Homebase ($288 yearly or $30 per month). Votes for One year.
  Motion: Jennifer Bastian Second: Audie Ekker
- **2. Work Duties Clerk and Asst Clerk:** Add or change duties assigned.
- **3. Asst Clerk Will Do Minutes For P&Z:** Assigned Planning & Zoning minute-taking to assistant clerk.
- **4. Shutoff Notices:** Directives to send shutoff notices to the Mayor prior to action.
- **5. Camera Ordinance:** Send proposed camera ordinance to P&Z for review.

Town Council Meeting (7:00 P.M.)

Meeting Called To Order: By Mayor Jennifer Bastian
Roll Call: Mayor Jennifer Bastian, Kayla Tanner, Audie Ekker, Gary Hart
Citizens Present:

Citizens Requests

- **1. Torri Bagley:** Discussion regarding dog control concerns.
- **2. Citizen Presentation:** James Freeby Award presented by Gary Hart.

Agenda Items

Approval Of Minutes Of Meeting Held AUGUST 19th, 2026:
Motion: Kayla Tanner | **Second:** Michele Visarraga
Bills & Finances:
Reviewed monthly bills.
Motion: Audie Ekker | **Second:** Kayla Tanner

Action Items

Council: Vote On

1. **New Planning Commissioners Jenny Henderson & Brian Snyder:**
   Motion: Audie Ekker | **Second:** Kayla Tanner
2. **Water Ordinance Discussion & Vote for Adoption:**
   Discussion: Water ordinance adoption review.
3. **Schedule Calendar Review of Ordinances:**
   Discussion: Scheduled timeline for ongoing ordinance review.
4. **Park Restroom Out to Bid Approval:**
   Discussion: Approved putting park restroom project out to bid.
5. **Trailer Purchase Out of Road PTIF:**
   Motion: Audie Ekker | **Second:** Kayla Tanner
6. **Pressure Washer:**
   Discussion: Procurement evaluation for pressure washer.
7. **Bungee Run Trade:** Tabeled
8. **Fire Department Update (Logo & Oath):**
   Discussion: Department update presentation.
9. **Fire Truck Bids & Acceptance:**
   Discussion: Action on submitted bids.
10. **Mural Bids & Acceptance:**
    Discussion: Action on mural bid ($3,500 quote by Kate).
11. **Digital Timecard App (Homebase $288 yearly or $30 per month):**
    Discussion: Action on timecard application adoption.
    Work Duties Clerk and Asst Clerk:
    Discussion: Action on clerk work duty descriptions.

Mayor Jennifer Bastian – Any Other Business That Needs To Be Taken Care Of:
Adjourn:
Motion: Audie Ekker
Second: Kayla Tanner

Sigurd Town Is An Equal Opportunity Employer And Provider.