

TOWN OF HUDSON  
MEETING TYPE: Regular Council Meeting  
333 S Main Street  
HUDSON, WY 82515  
March 11, 2025

Mayor Oler called the Town Council Meeting to order at 6:01 p.m. The Pledge of Allegiance was recited, and the roll call was announced.

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

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

**Audience:** Jake Lara, Brenda Smith, Jim Bailey, Jerrica Flom, Tony Scott, and Cressie Mahaffey.

**Public Comments** Jim Bailey. Mr. Bailey came before the council to discuss problems in his neighborhood with property lines and the neighbor's dogs coming into his yard and he must clean up the messes. His neighbor has a pending application for a setback permit and he wants to object to it. His concern is his neighbor does not clean up after her dogs now and it will only be worse if they have access to her front yard. Mayor Oler explained the ordinance requirements and stated the town had previously tried to hire someone to clean up her yard and could not find anyone that wanted the job. Mr. Bailey feels it is driving his property value down. Mayor Oler stated the town will send her a letter telling her to clean up her yard and the Council will be reviewing her setback permit later in the meeting. Mayor Oler said the council will take his comments and information into consideration.

**REWORX PRESENTATION:** Mayor Oler introduced Jake Lara, of ReWorx and Mr. Lara gave a presentation of his software application to the Council. Jake highlighted the features of the software and how it not only can save time, but also money for the Town and staff. The presentation was very well received, and Council will discuss it further.

**ORDINANCE COMMITTEE REPORT:** Brenda Smith reported to the Council from the Ordinance Committee. She stated that they have had three meetings so far and would like to review some requests. They would like the town to have a sound system for the Council Meetings and have them live streamed. Mayor Oler explained those kinds of improvements are expensive, and the town would have to get bids to see if it would even be feasible. Discussion was had about alternative solutions. Brenda relayed other requests from the committee such as posting the Agenda for meetings five days in advance and having the financial and meeting records available on the website for the past five years. Mayor Oler explained that the Clerk simply does not have enough time to get everything done that is on her plate but we already were working on implementing some of the things they are requesting. The mayor offered to attend the next committee meeting and help them with direction on reviewing the current ordinances. The Mayor reminded them the ordinances must comply with state statutes and DEQ and EPA requirements. Brenda stated they meet every two weeks, and they have a Facebook page called "Happenings in Hudson" to keep everyone updated and ask for input. The Mayor will attend the next committee meeting and help them with compliance information. Councilwoman Gordon also offered to help as she worked for the City of Riverton as an ordinance writer.

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**CONSENT AGENDA items I, II, and III**

**I. MINUTES:**

Correction/approval of the minutes of the Regular Town Council Meeting of February 11, 2025

**II. FINANCIAL REPORT:**

Correction/approval of the Financial Report for February 28, 2025

**III. PAYMENT OF BILLS:**

Correction/approval of the payment of bills for March 2025,

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/25	03/11/2025	20251	130	Black Hills Energy	10-20000	2 354.11
03/25	03/11/2025	20252	669	Capital One	51-20000	155.25
03/25	03/11/2025	20253	767	CARD SERVICES	10-20000	1,189.18
03/25	03/11/2025	20254	183	Caselle, Inc	51-20000	790.00
03/25	03/11/2025	20255	172	Century Link	10-20000	162.30
03/25	03/11/2025	20256	686	City of Riverton - General	51-20000	90.00
03/25	03/11/2025	20257	807	CORE & MAIL	51-20000	1 780.95
03/25	03/11/2025	20258	712	Crimson Fire Protection LLC	51-20000	160.00
03/25	03/11/2025	20259	228	Energy Laboratories Inc (Correspondence)	51-20000	295.00
03/25	03/11/2025	20260	716	Fike Consulting	51-20000	202.50
03/25	03/11/2025	20261	282	Fremont County Clerk	10-20000	32.56
03/25	03/11/2025	20262	271	Fremont County Treasurer	10-20000	59.43
03/25	03/11/2025	20263	670	Fremont Well Service	51-20000	4 795.00
03/25	03/11/2025	20264	295	Hawkins Water Treatment Inc	51-20000	1 023.06
03/25	03/11/2025	20265	682	HDR Engineering	80-20000	23 773.33
03/25	03/11/2025	20266	304	High Mountain Electric	51-20000	286.00
03/25	03/11/2025	20267	307	HIGH PLAINS POWER	51-20000	30.00
03/25	03/11/2025	20268	667	HOPPER DISPOSAL, INC	51-20000	110.00
03/25	03/11/2025	20269	706	ITC Electrical Technologies	51-20000	1 377.46
03/25	03/11/2025	20270	804	Jesse Krause	51-20000	198.50
03/25	03/11/2025	20271	340	JOHN DEERE FINANCIAL	10-20000	80.76
03/25	03/11/2025	20272	718	Katly Shoopman	10-20000	12.00
03/25	03/11/2025	20273	361	Lander Ace Hardware	10-20000	234.42
03/25	03/11/2025	20274	412	MOUNTAIN WEST BUSINESS	51-20000	167.63
03/25	03/11/2025	20275	424	NORCO, INC	51-20000	235.80
03/25	03/11/2025	20276	442	O'Reilly Auto Parts	10-20000	59.99
03/25	03/11/2025	20277	483	Precision Dirt Works, Inc	51-20000	1 479.54
03/25	03/11/2025	20278	769	RAMSHORN CONSTRUCTION INC	70-20000	145 070.00
03/25	03/11/2025	20279	484	Riverton Ace Hardware	10-20000	20.54
03/25	03/11/2025	20280	490	Riverton Ranger/Lander Journal	10-20000	246.15
03/25	03/11/2025	20281	465	Rocky Mountain Power	51-20000	4 524.59
03/25	03/11/2025	20282	789	SW O&M Services LLC	51-20000	151.00
03/25	03/11/2025	20283	713	Tesibox, Inc	51-20000	24.00
03/25	03/11/2025	20284	585	Union Wireless	10-20000	179.44
03/25	03/11/2025	20285	695	Wells Fargo Financial Leasing	10-20000	132.00
03/25	03/11/2025	20286	725	Western Law Associates	10-20000	118.00
03/25	03/11/2025	20287	680	WRI	51-20000	90.03
Grand Totals:						<u>121 722.83</u>

Motion to approve the consent agenda items was made by Councilwoman Helen Gordon. Councilman Zeke Bonella seconded. Motion passed.

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**REPORTS:**

Mayor  
Clerk/Treasurer  
Water Treatment Plant  
Maintenance

**Mayor Report – March 2025**

Wastewater System Pre-Engineering Report. This project is gearing back up again! Harry and I have a zoom call on Monday, March 10, at noon.

Flood Mitigation: Headwaters Economics sent an email to Homeland Security (FEMA) about our pending application for reconsideration. The head of the department, Ashley Palsrud, met on March 6<sup>th</sup> with the FEMA Region 8 Mitigation Team and confirmed we are still in a holding pattern. Fremont County Emergency Management recently inventoried our sandbags and Visqueen. We have 7,000 sandbags and ten rolls of Visqueen.

Flood Awareness Signs: We are waiting for the signs to be shipped.

Level 1 Water Master Plan: I met with Uri Selby and George Moser by zoom on Friday, February 15, 2025. It was my first multiple party business meeting sitting in my car! During the meeting, I confirmed my timeline was off and to plan on the Master Plan public meeting for early summer.

Water Treatment Plant: Please see specifics in Harry's report. Things are looking better, we need to order another high service pump (1) as it is in failure, we are running only on pump #2. I hope to work with HDR to go through the bid process vs. emergency purchase so we can access the funds from the DWSRF loan to pay for the replacement.

WY DOT/Radar Feedback Signs: I continue to look for funding for the radar feedback signs. Once identified, I can move forward to get the signs and file an encroachment application with WYDOT.

Wind River Job Corps: I am waiting for Scott at WRJC to schedule the brush pile cleanup. When they are here, they will take the backhoe/loader to assess repair. I plan to show him and ask if they can install the town's Welcome Sign on the south edge of town on our property.

Legal Description of Property: In addition to correcting the discrepancy in the legal description of the Water Treatment Plant property, HDR suggested we hire a surveyor to create a utility easement on the Franks Meat property.

WRVC: I met with Helen Wilson regarding suggestions received from the SPURR program. WRVC will help us design, purchase, and install Main Street wayfaring signs, banners, Murals, and potential Riverwalk access.

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State Auditor: Kathy and I met with Bobbi Brown, Wy State Auditor, to discuss her report on Hudson's FY2017 procedures. Changes to procedure have already been made, we are addressing the other issues.  
LGLP and Svilar Park: LGLP visited Svilar Park to assess the town's liability on structures, etc. Several items were identified, I plan to apply for a Fremont County Recreation Board grant to cover expenses addressed.

Cemetery Entrance: Our Cemetery entrance sign and gate desperately needs repainted. I hope to find help from volunteers and/or information regarding the cost of farming the work out with the target date of completion by our Memorial Day ceremony.

### CLERK – TREASURER REPORT

#### FEBRUARY 2025

February is the shortest month of the year, which just means it is one of the busiest since we must get everything done in fewer days!

My month started out with our first meeting with Jake from ReWorx. His presentation was very insightful, and he has many modules that would save a lot of time in the office. Not only is it timesaving, but the streamlining is amazingly cool.

As expected, once the new utility bills came out, the phones were ringing nonstop. I spent a lot of time on the phone with residents explaining the utility billing with the new meters and how it was calculated. Most residents understood the calculations, but there were a few who were not happy at all.

I spent one full day out of the office for a medical appointment which is beginning to be a regular happening again. When I returned, I learned that there was a water and sewer line break on a property. The water was turned off and the resident moved her trailer to another location. Since there was an abnormally high water bill, we filed a lien on the property to ensure payment for the town should the property be sold in the future.

As usual, the four or five days leading up to council meeting, my time is spent reconciling bank accounts, preparing reports, completing minutes, and preparing the agenda with the Mayor. One full day is spent preparing the bill payments and vouchers. I also performed several notarial duties for customers.

The completed Liquor Licenses were mailed and invoices sent to the three businesses with licenses.

Again, there were more Facebook discussions to watch and print for the file regarding Hudson Daze. We also had a worker's compensation claim open for Harry after he hurt his shoulder at the treatment plant.

We heard of the sudden passing of Lander Mayor Richardson and offered condolences online as well as sending a card on behalf of the town and council.

I spent another day out of the office due to an MRI contrast reaction. After my return, I caught up on emails and phone messages. I also helped Taylor prepare the deposit which was past due for our self-scheduling.

In preparation for the new meter reading process, I watched a webinar on Caselle and updated the checklist with the steps to do the meter readings with the new meters and reader procedure. The next day, I was able to get the routes loaded and ready for Jesse to read meters. The meter reading went very smoothly and there was only one meter that did not read. Jesse will investigate that meter/reader.

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There were a few high readings that likely surprised some residents. I put notes on their bills to look for leaks or running water. I only heard from one disgruntled customer and issued a work order for Jesse to check his pit for leaks.

Our LED sign from Wind River Visitor's Council had a panel stop working. It was under warranty, and I ordered the replacement panel. Once it came in, the sign company came and installed it. I worked with their support team to get it reconfigured and working again.

I have been working on daily office procedures so we can have a 'how-to' book available in case of emergency.

The end of the month was spent printing, folding, and mailing utility bills and the newsletter with Taylor. Once that was finished, it was time to prepare the payroll and close out the month.

I spent some more time gathering the last requested documentation for the state audit department for their follow-up of their 2017 report. Sherry and I have a phone conference set up for the final report from them. I will be glad to have this audit behind us.

Taylor has a busy school schedule this semester and I have had to spend more time doing the things she usually does on top of my regular duties. She still has some things I need to help her with, but she is trying to figure them out on her own.

We also had our usual work orders, property inquiries, questions regarding utility billing, pet registrations, water leaks, and general everyday office happenings that keep us busy. Overall, February passed in a blur of activity. I am looking forward to spring!

As always, thanks for all you do!

## Maintenance Report

### February 2025

Week of Feb. 1st: The Lift Station at the Lagoon was having some irregular problems; vacuum pump #1 was repeatedly cycling on and off with 6 second intervals and the water level in the wet well was significantly higher than it should have been. This was happening because of a bad solenoid that was most likely stuck in the "open" position, causing water to flow back towards the vacuum pump, which in return caused the ball check valve to repeatedly fill with water, not allowing the vacuum pump to properly prime pump #1. I replaced the solenoid, and it then began working properly. Seth Woods and I went out to the Lagoon and took monthly samples as well and got them shipped off to Casper for testing. Tasia Stevens at 357 S Oklahoma had an extreme water/sewer leak within the property, and had a work order to shut the water off as the water usage was extremely high.

Week of Feb. 7th: Vacuum Pump #2 in the lift station needed to be replaced as it was making rattling sounds and was not properly priming pump #2. I took it out and mounted a new one, and High Mountain Power came to wire the new pump in, and they also replaced the old breaker with a new one, because the heaters in the lift station were not working properly because of a power issue. Which is the most likely cause of the sudden outbreak of issues since temperatures were way lower than they should

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have been, causing equipment failure. A stop sign suddenly disappeared at the Missouri/1st St intersection. In which I replaced it with an older sign I found in the Maintenance Shop. Also collected an e. coli sample and took it to Riverton's WWTP for testing.

Week of Feb. 14th: The town got a shipment of new signs from the Land & Water Conservation Fund to hang on the fence of Svilar Park. I hung one sign on the northside entrance, and another on one of the west side entrances by the basketball court. I also had a work order to check for a possible water leak for Robert Barrows at 280 N Ohio, I checked his meter pit in front of his house, and it was not full of water: so no leak. I had to collect an e. coli sample and take it to Riverton's WWTP for testing.

Week of Feb. 21st: Began servicing the vehicles in shop, I replaced the fuel filter, oil, oil filter, and air filter on the green 1999 Ford F-350 (Diesel). I also repeated the same process for the white 2003 Chevy Silverado 2500. And plan on doing both the John Deeres, and the small mower here soon. Also have had to keep going up to the V-notch / Effluent area of Lagoon and chip ice, as that is our primary sampling location and needs to be kept as cleared off as possible. I have also been studying fairly heavily for an upcoming Water Treatment Exam.

Water Plant February 2025 Report

The treatment plant produced 1,730,295 gallons of water for the month of February 2025, averaging 61,796 gallons a day. Discharge to the wastewater system was 368,910 gallons for the month averaging 13,175 a day. This leaves a net of 1,361,385 gallons to the distribution system. The new meter system reads that we sold 1,240,310 gallons. This leaves 121,075 gallons unaccounted for. With meter read dates not being synced quite yet, water sold to ramshorn and flushing the new lines to Franks, were in the ballpark. Future reads will hopefully thin out the unknowns and we will get a better idea of sold / loss ratio.

February's Bac-T sample was taken and delivered to Sage West Labs and returned negative. The results were sent to EPA and accepted.

Throughout the month all operational and maintenance routines were performed. Both #1 & #2 LPM's had a clean in place as well as a Turbidity calibration done on the meters and passed. This was noted in our monthly SWTR report to EPA. We also did the same for the new effluent combined meter. The SWSTR report was sent on Feb. 5<sup>th</sup> and accepted.

This Month we installed the new chemical room's vent covers, and they are working great. James with HDR has been in and out retrieving more samples for the upcoming water study. Fremont was here replacing well #2's pump of which photos were provided last report. Hawkins delivered CL2 only this month. The piping has been removed and replaced with an updated, user friendly system by Don that should eliminate all future issues with leaking. As of this date the newly installed vertical high-speed pump hasn't been put into production due to numerous scheduling issues with Ambient H<sub>2</sub>O and their techs. It's supposed to be done on March 10<sup>th</sup>, I will keep the council updated. I've been continuously working on LPM #2 and have passed MIT but still haven't received the Berkart Solenoids and Ejectors yet. I contacted them and they are coming in from Germany and are supposed to be here in the states mid-March and sent to us. Once in hand I believe I can get LPM #2 up and producing. Don is working on a letter to Veola on the condition of the new cassettes in LPM #2.

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Continuous cleaning and sanitizing of the water plant is a daily task and organizing all areas is ongoing. We ordered and received meters and readers to have for new and repairing existing meters from Dana Kepner this month. As of this report the new addition to franks with a main and supply lines is finished and in use without any issues.

Motion to approve Department Reports was made by Councilwoman Helen Gordon and seconded by Councilman Brady Hamilton. Motion passed.

Kudos were expressed to Jesse for doing a fantastic job keeping up with everything.

**OLD BUSINESS:**

**WATERLINE EXTENSION PROJECT:** Mayor Oler reported that the project is mostly completed apart from some compaction and paving to be completed when weather permits. The Town is holding \$10,300 payment until the paving is complete.

**MOU WITH WIND RIVER JOB CORP:** Mayor Oler reported on the MOU with Wind River Job Corps and what they will be doing for the town. They will come and pick up the Town backhoe and attempt to repair the brakes and give it a good inspection. They will be hauling trash and cleaning up the brush pile and they will install the Welcome to Hudson sign near the well field. The Town will only need to pay for the landfill fees and fuel, and any parts required for the backhoe. This combined effort will give the students hands-on experience and save the Town money.

**NEW BUSINESS:**

**AMENDMENT TO LOAN AGREEMENT:** Mayor Oler reported on the Loan Amendment for the meter project. She stated she had asked for a reduced interest rate and the State Land and Investment Board agreed to a smaller reduction than was requested but still reduces the interest rate of the loan. Attorney Sollars asked about the loan forgiveness and the mayor advised the date was extended as well.

Motion to authorize the Mayor to sign the Loan Amendment was made by Councilwoman Helen Gordon and seconded by Councilman Kevin Kummer. Motion passed unanimously.

**CHANGE ORDER #2 FROM VIPER UNDERGROUND:** Mayor Oler explained and submitted for approval Change Order #2 to the Meter Replacement Project. The Change Order is for a larger box for the meter in Gold Star Park.

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Motion to approve Change Order #2 was made by Councilman Kummer. Councilman Hamilton seconded, and the motion passed.

**RECREATION BOARD GRANT:** Mayor Oler shared information on a grant she would like to apply for with the Recreation Board. The Fremont County Recreation Board awards up to fourteen thousand dollars in grant funds for projects. Mayor Oler would like to apply for some of those funds.

Motion to authorize Mayor to apply and sign for the Recreation Board Grant was made by Councilwoman Gordon with a second to the motion by Councilman Bonella. The motion passed unanimously.

**LGLP Playground Assessment:** Mayor Oler shared the report on the Svilar Park Playground Assessment from LGLP. She is going to ask Jesse and Harry to investigate repairing the benches, getting some mulch, and getting gravel for the parking areas.

**FOLLOWUP AUDIT REPORT TO 2019 AUDIT REPORT:** Mayor Oler shared information from the conversation with the State Audit Department and report items. The Audit was a follow-up from a 2017 audit. Some of their findings were simple misunderstandings of what information they were asking for, and some were directions on things the Town needs to change. The requested changes have been applied or are working toward implementing the changes. It was a very thorough and time-consuming process. The following proposed resolutions and procedures come from this Audit review.

**PROPOSED WATER PAYMENT RESOLUTION:** Mayor Oler presented the draft of a Proposed Water Payment Ordinance and explained the necessity thereof. Council members and Mr. Sollars will review the proposed resolution.

**PROPOSED PROCUREMENT POLICY RESOLUTION:** Mayor Oler also presented a draft Procurement Policy Resolution for Contracted Services, Construction Projects, and Vehicle Purchases. Discussion was had regarding the process and requirements. Mr. Sollars will review and advise.

**DRAFT CREDIT CARD AGREEMENT:** Mayor Oler then presented a Draft Credit Card Agreement to be signed by all employees issued credit cards. This form was for informational purposes.

Mayor Oler called a brief recess in the meeting at 7:37 and reconvened the meeting at 7:41.



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The next items to come before the Council were a Mobile Home Permit and two Set Back Permits for consideration. Councilwoman Helen Gordon stated she will step out due to a conflict with one of the permits.

**MOBILE HOME PERMIT:**

Josh Williams  
609 S Missouri  
Block 39 – Lots 21-24

After cleanup of debris currently on the property, Josh would like to pour a small pad to set his trailer on and live in it while he builds a house on the property. (see accompanying Set Back Permit)

Trailer is a 2012 Salem Toy Hauler 8' x 31'

A lengthy discussion was had regarding the time frame allowed to temporarily live in a travel trailer and past noncompliance with ordinances. The details of the property ownership were also discussed and Attorney Sollars advised that the Permit should come from the owner of the property.

Motion to deny the Mobile Home Permit and ask that the property owner reapply was made by Councilman Brady Hamilton and seconded by Councilman Kevin Kummer. Motion passed. Mayor Oler will draft a letter to Mr. Williams with the denial information.

**SET BACK PERMITS:**

The Pamela Leseberg Living Trust (Josh Williams)  
609 S Missouri  
Block 39 – Lots 21-24

Would like to install a four-rail perimeter fence along the property line and build an A-frame log house with a basement on said property. House size will be 30' x 50'

After a brief discussion, Motion to approve the Set Back Permit for the Pamela Leseberg Living Trust was made by Councilman Zeke Bonella. Councilman Brady Hamilton seconded motion. Motion passed.

Councilwoman Helen Gordon rejoined the meeting at this time.

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Karen Gordon  
124 Illinois

DFS is helping Mrs. Gordon by having a fence installed along the back side of her property and move the current poles in the front of the property facing Illinois St, back six feet to be inside the property line.

A lengthy discussion was had about the previous attempt to install a fence on the property. The Council would like to require the property to be surveyed prior to any fencing being installed. Motion to conditionally approve the Set Back Permit for Karen Gordon requiring her to provide a survey to the Town before any fencing begins was made by Councilwoman Helen Gordon and seconded by Councilman Zeke Bonella. Motion passed unanimously. Mayor Oler will draft a letter to Mrs. Gordon with the results.

**DATE FOR BUDGET WORK SESSION:** Clerk Treasurer, Kathy Shoopman, is requesting a date for a Budget Work Session to prepare the first draft 2025-26 FY Budget.

After discussion, the Council has scheduled a Budget Work Session to be held on Tuesday, April 22, 2025, at 6:00 p.m. at Town Hall. Clerk Shoopman will post the schedule announcement.

**EXECUTIVE SESSION:** Councilwoman Helen Gordon moved to adjourn into Executive Session to discuss personnel matters. Councilman Kevin Kummer seconded the motion. Motion passed. Meeting adjourned for Executive Session at 7:58 p.m.

Regular meeting reconvened at 8:35 p.m. with the following action being taken.

A motion to approve the new position of Full-time Assistant Clerk/Treasurer was made by Councilwoman Gordon with the second being made by Councilman Kummer. Motion passed.

A motion to approve a cost-of-living increase of 3% effective April 1, 2025, to all employees was made by Councilman Zeke Bonella and seconded by Councilwoman Helen Gordon. Motion passed.

Mayor Oler then extended an invitation to council members to attend the WAM summer conference June 11 – 13 in Cheyenne. Councilwoman Gordon stated she would like to attend.


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**ADJOURNMENT:** There being no further business to come before the council. Councilwoman Helen Gordon moved to adjourn the meeting. Councilman Brady Hamilton seconded the motion. Motion passed unanimously and the meeting was adjourned at 8:48 pm.

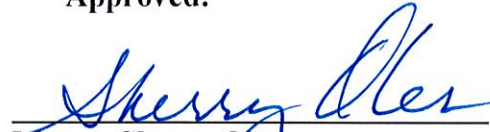
Attest:

  
Clerk/Treasurer, Kathy Shoopman

  
Councilwoman, Helen Gordon

  
Councilman, Zeke Bonella

Approved:

  
Mayor, Sherry Oler

  
Councilman, Kevin Kummer

  
Councilman, Brady Hamilton