

Boulder Town Council Special Meeting
April 23, 2025, 7:00 PM
Meeting Minutes

Roll Call

Mayor Conrad Jepsen called the meeting to order at 7:05 PM. The following council members were present:

- Gladys LeFevre, Town Council Member (Online via Zoom)
- Ray Gardner, Town Council Member
- Josh Ellis, Town Council Member
- John Veranth, Town Council Member
- Conrad Jepsen, Mayor

Pledge of Allegiance

The council recited the Pledge of Allegiance.

Approve Agenda

Councilmember Josh Ellis made a motion to approve the agenda as presented. Councilmember Gladys seconded the motion.

The motion passed unanimously, with all council members voting in favor.

Conflict of Interest Disclosure

Council members disclosed any potential conflicts of interest:

Gladys LeFevre disclosed that the town clerk is her daughter-in-law. She stated she had no work relations or relatives among other staff members.

John Veranth, Ray Gardner, Josh Ellis, and Conrad Jepsen all stated they had no known conflicts of interest.

Executive Session - Staff & Administrative Needs

Councilmember Josh Ellis made a motion to close the open meeting and enter a closed meeting. Councilmember Gladys LeFevre seconded the motion.

The motion passed unanimously.

Before entering the executive session, there was a brief discussion about who should be present. It was decided that Nancy Tosta, Planning Commission Chair, Erin Smith, Zoning Administrator, and Elizabeth Julian, Administrative Consultant, would be invited to join the discussion, with the option to ask them to leave later if deemed appropriate.

Councilmember John Veranth made a motion to have Nancy Tosta, Erin Smith, and Elizabeth Julian at the start of the discussion, with the option to ask them to leave the executive session if appropriate. Councilmember Josh Ellis seconded the motion.

The motion passed unanimously.

The council then entered into executive session.

Discussion and Possible Vote - Staff & Administrative Needs

Upon returning to the open meeting, a roll call was conducted to ensure all council members had returned. All members confirmed their presence.

Josh Ellis presented a motion regarding staff and administrative needs:

Councilmember Josh Ellis made a motion to authorize Elizabeth Julian as an administrative consultant to the town to execute clerk duties in a legally enforceable manner on behalf of the town council and/or the town clerk as requested, with the provision that the town attorney verify that this arrangement is legal, while leaving the deputy clerk position open for a bit longer. Councilmember Gladys LeFevre seconded the motion.

During the discussion, it was noted that it would be a good idea to have Michael Winn, the town attorney, review the arrangement to ensure it meets all legal requirements, especially concerning statutory duties related to elections.

The motion passed unanimously.

Discussion and Possible Vote – CPA Proposal

Josh Ellis presented a proposal to hire a CPA to assist with the town's financial management. He explained the background of the situation, including:

- The discovery of \$40,000 in unpaid payroll taxes to the IRS about 8 months ago.
- Questions were raised about the Council's review of financial reports and information by the auditor.
- The significant difficulty in finding a responsive CPA firm to assist with these issues.

Josh Ellis then introduced a proposal from DS Accounting Services LLC, represented by David Sanderson, a CPA with extensive experience in municipal finance. The key points of the proposal were:

- The CPA would act as a financial director for the town, managing finances, reconciling accounts, and making recommendations on money management.
- The service would cost \$500 per month, down from an initial quote of \$750.
- The CPA would effectively serve as the town treasurer, eliminating the need to fill and train that role locally.
- The arrangement would provide direct access to a CPA for any financial questions, meeting state auditor recommendations, and transparency requirements.
- The CPA would prepare financial reports, assist with budgeting, and train town officials on financial management.

Council members discussed the proposal, with general agreement on its potential benefits. Ray Gardner noted that the contract allows for termination by either party when desired, which he viewed positively. Gladys LeFevre expressed a preference for a short-term engagement initially to assess the service's effectiveness.

Councilmember Josh Ellis made a motion to sign the contract with DS Accounting Services LLC as presented to the council. Councilmember Gladys LeFevre seconded the motion.

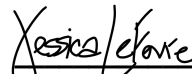
After further discussion confirming the 30-day termination notice clause, the motion passed unanimously.

Adjourn

Councilmember Gladys LeFevre made a motion to close the meeting.

The meeting was adjourned.

Date Minutes Approved: May 01, 2025



Jessica LeFevre, Town Clerk