

RECORD OF PROCEEDINGS

THE REGULAR MEETING OF THE ELK MOUNTAIN TOWN COUNCIL WAS HELD MONDAY, DECEMBER 12, 2011, IN THE TOWN HALL COMPLEX

- CALL TO ORDER:** Mayor Irene called the meeting to order at 6:35 p.m. The Pledge of Allegiance was retied. Roll call was taken, Council Members present were:
Cm. Morris Booth
Cm. Ken Casner
Cm. Janeen Jones
Absent:
Cm. Angie Hobbs
Also Present:
Linda Crane, Clerk/Treasurer, Pat Eastman & John Larsen, Public Works, Bill Sherwood, Fire Chief
- CITIZEN/VISITORS:** Bob Johnson, Keith Haskins, PMPC, Shae Johnson, Craig Acres, Terry Vollwok, Dorothy Booth
- APPROVE AGENDA:** Mayor Irene added utility billing to the Treasurer Report, omitted Internal Controls, Park Board By-laws, Speed Control, and Animal Control from the presented agenda. **Cm. Jones made a motion to approve the agenda as amended;** Cm. Casner seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye, motion carried.
- CITIZENS ADDRESSING THE COUNCIL:** Bob Johnson addressed the Council about the possibility of the Cherokee Trails Homeowners Association interest in taking the Medicine Bow River Bridge when a replacement is installed. The contact for the homeowners association is Dan West.
- APPROVE MINUTES:** Mayor Irene asked for approval of the minutes. **Cm. Booth motioned to approve the minutes of the regular meeting November 14, 2011;** Cm. Casner seconded motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye, motion carried.
- REPORTS:** Reports were given by PMPC, the Fire Dept., SCWEMS, Water Dept., Zoning, Public Works Dept., HCJPB, Park Board and Historic Trails RC&D.
- PMPC: Keith reported that a letter had been sent to Water Drilling on November 17, 2011 concerning soft areas remaining after the mud pit reclamation and items remaining on the project site. They will inspect in the spring and at 11 months from substantial completion. The Water Meter project will have a kickoff meeting Tuesday, November 13th at 9:00a.m. Some of the meters have been delivered and expect the rest this week. Keith presented Pay Application #3 for High Plains Construction. **Cm. Booth made a motion to approve Pay Application No. 3 to High Plains Construction in the amount of \$420,198.99 and \$46,688.76 to the retainage account;** call for discussion on the numbers listed, Cm. Jones seconded the motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye, motion carried. Keith updated the Council on the progress with the Tank and Transmission Line Project. The building is complete, tanks are erected, hydronic heat is installed and piping to wells are installed, site grading is complete, and they are working on the electrical and chlorination. Items remaining or not yet initiated are tank and pipe testing and disinfection, well pit less units and pumps, connecting piping at wells, SCADA, switch over to new wells, fencing and landscaping, and debris removal. It is a possibility that the contractor could be looking for a temporary shut down or a winter shut down. Keith made the council aware he would be asking for a Task Order Amendment 5 to increase construction phase services and initiate post-construction services.
- Fire Dept.: Chief Sherwood reported the Fire Department has had a slow month. John has added an addition to the front of the Fire Department to block wind and ice buildup.
- SCWEMS: Has had one ambulance call.

WATER: Pat Eastman reported he is back on artisan flow and the valves are working fine.

Zoning: Nothing to report

Public Works: Public Works Director Larsen reported that Six Points from Laramie did the sewer line repairs on Main and Evans Streets. He installed the lighted exit signs in the Senior Center and completed the landing out the secondary exit to comply with the fire marshals' requests. John said the lift station is running at 5.7%.

HCJPB: The Mayor reported he had attended the meeting hosted by Elk Mountain. They discussed reorganizing the employee handbook, time cards and the office in Hanna. Don Quinn from the Rawlins Landfill presented options for the landfill to take our trash to Rawlins. The Board went into executive session and upon exiting took action to release the HCJPB clerk/treasurer from their employment.

HTRC&D: Nothing to report.

Park Board: Dorothy Booth reported the Board is looking at fundraising to help cover expenses at the park. They plan to bury the electrical wire from the shelter to the pole. There has been work on the ice rink.

TREASURER'S REPORT: Treasurer Crane recommended approval of the treasurer's report. **Cm. Jones moved to approve the treasurer's report;** Cm. Casner seconded the motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye, motion carried. Mayor Irene informed the Council that a glitch in the new Black Mountain software omitted the usage charge on the utility billing for November. **Cm. Jones made a motion to write-off the charges as a software glitch for November's billing;** Cm. Booth seconded the motion; Council Poll: Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye, motion carried.

BILLS TO BE PAID: Treasurer Crane presented the bills to be paid. **Cm. Casner moved to approve the bills to be paid in the amount of \$366,253.91;** Cm. Jones seconded the motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye, motion carried.

- **See attached list.**

CORRESPONDENCE: Correspondence was received from Accurate Lien, Caprenos Inc., Bank of Commerce, Rawlins National Bank, Wyoming Rural Water, Wyoming Assoc. of Municipalities, William Fullmer, Al Hobbs, CCCOG 2010 Meeting Schedule, US Dept. of the Interior BLM, CC Library Foundation, WyDot BROS Project, Rawlins National Bank, WAM, HUB Insurance, PTO Hanna Elementary, HCJPB Minutes, HTRC&D Minutes

OLD BUSINESS: Carbon County Predator Management District: Craig Acres with Wildlife Services, Tracy Vollwok, Trapper with CC Predator Management District and Shae Johnson, Board Member CC Predator Management District addressed the Council at their request to better explain the services offered by the Management District.

Update on Town Website: Correspondence was received from Al Hobbs and Bill Fullmer pertaining to the work they had done on the town's website. The initial check issued to Salt Lake Creatives in the amount of \$260.00 had been misplaced or destroyed; the Council decided to void the check and reissue one to Bill Fullmer in the amount of \$260.00 per the company's request. The town decided to put the creation of the website back out locally. It is requested if you would like to design the town's site to please submit or let the town hall know one week prior to the next town council meeting.

IIOF-Structural Analysis: John told the Council he should be receiving a report on the analysis by the end of the month.

2nd Amendment to the HCJPB Agreement: The Town of Hanna is reviewing the final agreement at their council meeting on Tuesday, November 13, 2011.

Carbon County Consensus Funding: The grant for the Consensus Funding was approved by SLIB on October 6, 2011. The town has until October 6, 2012 to complete the work on the Sewer Project.

NEW BUSINESS:

Designation Depository: **Cm. Jones made a motion to designate the Rawlins National Bank as the Town's depository for 2012;** Cm. Casner seconded the motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye, motion carried.

HUB Insurance: HUB Insurance issued a quote to bring the Town Hall, Fire Dept., and Veterans Street Shop up to replacement cost figures and added extra town property insurance in the Public Works Building on Bridge. The Council decided to table the increase until budget workshops.

WAM Scholarship Applications: There are applications for the February Winter Workshop in Cheyenne and the June Convention in Laramie.

Board Appointments: Mayor Irene asked the Council to confirm the appointment of Paul Kissinger to the Park Board. **Cm. Jones made a motion to confirm the appointment of Paul Kissinger to the Park Board;** Cm. Casner seconded motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Cm. Jones Aye, motion carried.

ADJOURNMENT:

There being no further business to come before the council, **Cm. Casner made a motion to adjourn the meeting at 8:35 P.M.;** Cm. Booth seconded motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Absent, Mayor Irene Aye, Cm. Jones Aye motion carried.

Clerk

Mayor