

## RECORD OF PROCEEDINGS

**THE TOWN COUNCIL HELD A WORKSHOP FEBRUARY 13, 2012 AT 5:30 P.M. VIA TELECONFERENCE WITH REPRESENTATIVES FROM USDA RURAL DEVELOPMENT ON OPTIONS THEY CAN PROVIDE TO BRING NATURAL GAS TO THE COMMUNITY.**

**THE REGULAR MEETING OF THE ELK MOUNTAIN TOWN COUNCIL WAS HELD MONDAY, FEBRUARY 13, 2012, IN THE TOWN HALL COMPLEX**

- CALL TO ORDER: Mayor Irene called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited. Roll call was taken, Council Members present were:  
Cm. Morris Booth  
Cm. Ken Casner  
Cm. Janeen Jones  
Cm. Angie Hobbs  
Also Present:  
Linda Crane, Clerk/Treasurer, Pat Eastman & John Larsen, Public Works, Bill Sherwood, Fire Chief
- CITIZEN/VISITORS: Robert Meyer, Keith Haskins, PMPC, Bob Johnson, Joyce Menke, HCJPB, Steve Bonner
- APPROVE AGENDA: Mayor Irene told the Council that John Patee was unable to attend tonight's meeting. **Cm. Hobbs made a motion to approve the agenda as amended;** Cm. Booth seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried.
- APPROVE MINUTES: Mayor Irene asked for approval of the January 9, 2012 minutes. **Cm. Jones motioned to approve the minutes of the regular meeting January 9, 2012;** Cm. Casner seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried. Mayor Irene asked for approval of the Special Meeting January 30, 2012 minutes. **Cm. Booth motioned to approve the minutes of the special meeting January 30, 2012;** Cm. Casner seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Abstaining, motion carried.
- CITIZENS ADDRESSING THE COUNCIL: No one from the audience ask to address the Council.
- REPORTS: Reports were given by PMPC, Fire Dept., SCWEMS, Water Dept., Zoning, Public Works Dept., HCJPB, Park Board and Historic Trails RC&D.
- PMPC: Keith Haskins asked that the Council to approve payment for Pay Application #1 to Ferguson Enterprise Inc., for the Water Meter Procurement Project. **Cm. Jones motioned to pay, Pay Application #1 to Ferguson Enterprise Inc., in the amount of \$44,259.75;** Cm. Hobbs seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried. Keith asked that the Council to approve payment for Pay Application #2 to Ferguson Enterprise Inc., for the Water Meter Procurement Project. **Cm. Jones motioned to pay, Pay Application #2 to Ferguson Enterprise Inc., in the amount of \$20,605.50;** Cm. Casner seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried. Keith told the Council he has a meeting with the Contractor on the 16<sup>th</sup> to discuss the project.
- Keith asked the Council to approve payment for Pay Application #4 To High Plains Construction for the Tank and Transmission Line Project. **Cm. Booth motioned to pay, Pay Application #4 to High Plains Construction in the amount of \$448,704.92 for the Tank and Transmission Line Project;** Cm. Hobbs seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried. Keith asked the Council to approve Change Order #3 for the Tank and Transmission Line Project to relocate the variable frequency drives outside of the metering room and install 2 additional intrusion alarms. **Cm. Jones motioned to approve Change Order #3 in the amount of \$3,808.00;** Cm. Hobbs seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried.

Keith asked for approval of Change Order #4 to install bypass for artesian flow for Well #3. **Cm. Booth motioned to approve Change Order #4 in the amount of \$6,374.00;** Cm. Jones seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried. Keith requested the Council approve a Certificate of Substantial Completion on the Tank and Transmission Line Project. After discussion **Cm. Jones motioned to table the approval of the Certificate of Substantial Completion;** Cm. Casner seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Nay, Mayor Irene Aye, Cm. Jones Aye, motion carried. Keith updated the Council on what items are remaining or not yet initiated on the project. He would like to do a walk through to develop a project punch list with Morgan, John and Pat.

Fire Dept.: Chief Sherwood told the Council that John Rutherford will take the position of County Fire Warden. The Fire Department has purchased a domain name for their website. The Department will be starting an intensive training.

SCWEMS: Bill reported the ambulance has had 12 calls YTD. The Board has received a grant from SLIB to purchase a new ambulance for the service. They also plan on purchasing another ambulance with money in their ambulance fund. The Town of Hanna has requested to join SCWEMS and a letter has been sent in response to the request. Bill will be attending their Council Meeting on February 14<sup>th</sup> to answer any questions they may have. On March 27<sup>th</sup> there will be a meeting at the Elk Mountain Fire Station between Carbon and Albany Counties to discuss a mutual understanding for fire service if DKRW proceeds.

Water: Water Superintendent Eastman reported he has been busy on the water project. There is a problem with the new chlorination system and there were high levels reporting at the tanks. Pat contacted the EPA to let them know we were having problems and that he would flush the hydrant to bring down the levels of chlorine in the tank.

Zoning: Nothing to report

Public Works: Public Works Director Larsen reported that he has been doing trash collection since Lewis is on winter hours with WyDot. He has taken his written CDL and passed. John helped with removing the downed tree on the corner of Evans and Seierson. Datamatic will be helping John do a visual on the water meters ID#s and Firefly #s for our records. They will also do training on the Mosaic system. Installing the air release valve has helped with the water pressure.

HCJPB: Representative Menke reported she presided over the January meeting in Chairman Gonzales absents. She reported that no treasurer's reports were available. Situations at the landfill office have left Representatives Chase and Bealls in charge of the bookkeeping. Because of financial situations Mayor Irene offered to help the Board with an Internal Audit through the State of Wyoming Department of Audit. The Joint Powers agreement will be reviewed at the Hanna Town Council Meeting on February 14<sup>th</sup> to see if they will sign the final draft. Representative Menke tendered her resignation from the Board. **Cm. Jones motioned to accept Rep. Menke's resignation;** Cm. Booth seconded the motion; Council Poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried. The Council regretfully accepted the resignation and thanked Joyce for her service and the time and commitment she has put into the Board.

Park Board: No one from the Park Board was present but Cm. Booth said they were finishing up the grant they are submitting to the CCSD#2 Recreation Board.

HTRC&D: Linda Crane reported that they didn't hold the January meeting in Riverton due to weather. They plan on trying again in the spring to meet and decide on the future of the council.

**TREASURER'S REPORT:** Treasurer Crane explained the adjustments made to the January treasurers' report. She then recommended approval of the treasurer's report. **Cm. Booth motioned to approve the treasurer's report;** Cm. Jones seconded the motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried.

**BILLS TO BE PAID:** Treasurer Crane presented the bills to be paid. **Cm. Hobbs motioned to approve the bills to be paid in the amount of \$49,786.63;** Cm. Booth seconded the

motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried. Crane explained an increase in the electrical billing due to Carbon Power and Light receiving an increase from their wholesale suppliers.

- **See attached list.**

**CORRESPONDENCE:** Correspondence was received from Mahon Yoder, Joe Byler, State of Wyoming Surplus Property, Dept. of Revenue, WAM, CCCOG, CCEDC, Town of Hanna, WyoStar, RNB, US Bank, Federal Reserve, Kaiser & Co., HCJPB

**OLD BUSINESS:** Natural Gas Service: The Council discussed the teleconference they had earlier with USDA Rural Development about bringing natural gas to the community. One of the steps to moving forward will be to advertise Request for Proposals from Natural Gas Suppliers in a newspaper. The town will also be contacting the Public Utilities Commission for more information on bringing in this service. **Cm. Casner motioned to advertise RFPs and contact the Public Utilities Commission;** Cm. Booth seconded the motion; Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried.

2<sup>nd</sup> Amendment to the HCJPB Agreement: The Town of Hanna is reviewing the final agreement at their council meeting on Tuesday, February, 2012.

Update on Town Website: Robert Meyer with Snowy Range Technology told the Council that progress on the website was going slow. He had contacted Sterling Codifiers to see if the town code is available in file format. He was told that they do not release our files as once they release them they have no control over them. They do host the code on their server and provide you with a link but charge an annual fee of \$500.00 to maintain it. There was discussion on scanning the code to a PDF file. Mayor Irene was going to see what Kinko would charge to do this and Bob said he would be interested in doing the work also.

**NEW BUSINESS:** Appointment to the Juvenile Service Board: Mayor Irene asked the Council to approve the appointment of Reed Brannon to the Juvenile Service Board. **Cm. Jones motioned to confirm the appointment of Reed Brannon to the Juvenile Service Board;** Cm. Booth seconded the motion; Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried.

Municipal Judge Appointment: Luke Kennedy wanted some clarification on whether there was ever an appointment made naming him as the Town's Municipal Judge. He has been receiving correspondence directed to the court. After some discussion it was decided to research this further.

Wyoming Surplus Property: **Cm. Casner motioned to designate Mayor Irene, Fire Chief Bill Sherwood and Public Works Director John Larsen, by resolution, to have authorization as purchasing agent for the Town at Surplus Property;** Cm. Booth seconded the motion; Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Abstaining, Cm. Jones Aye, motion carried.

WAM Policies: Clerk Crane received a memorandum from WAM requesting that each municipality have the opportunity to participate in creating WAM policy. As a Council we are encouraged to submit proposed resolutions for the 2012 WAM Annual Convention. They would like these resolutions submitted by April 18, 2012.

Carbon County Fair Book Advertising: **Cm. Casner motioned to purchase a \$15.00 Business Card size ad in the CC Fair Book;** Cm. Booth seconded the motion; Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried.

Explore Carbon County Advertising: Discussion was held on the advertising rates and the merit of advertising in this publication or online.

Wyoming Government Investments: The Town had been contacted by WGI as a possible investment fund for Town monies. Treasurer Crane explained the rates they offer on CD's and Liquid Asset Account.

WyoStar Account Updates: It is time for the annual update of records on the

WyoStar Account. **Cm. Hobbs made a motion to remove John Larsen from the WyoStar account and the Rawlins National Bank Accounts and add Council Member Booth to these account;** Cm. Casner seconded the motion; Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye, motion carried.

1<sup>st</sup> Reading Animal Ordinance: **Cm. Booth motioned to accept on first reading Ordinance 12-01, Elk Mountain Municipal Code, an ordinance creating provisions to deal with animals in the Elk Mountain Municipal Code and repealing all ordinances in conflict therewith with a correction in 5-3-6 License-Exception: Item A. to read “for a period not to exceed sixty (60) days”;** Cm. Casner seconded the motion; Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye motion carried. Ordinance 12-01 is posted in the Town Hall and Post Office.

EXECUTIVE SESSION: **Cm. Casner motioned to enter executive session at 9:00 P.M. to discuss legal matters;** Cm. Hobbs seconded motion. **Cm. Casner motioned to exit executive session at 10:05 P.M.;** Cm. Hobbs seconded the motion. **Cm. Jones motioned to approve the minutes of the executive session;** Cm. Booth seconded the motion. No action was taken in executive session.

ADJOURNMENT: There being no further business to come before the council, **Cm. Jones made a motion to adjourn the meeting at 10:06 P.M.;** Cm. Booth seconded motion, Council poll; Cm. Booth Aye, Cm. Casner Aye, Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Aye motion carried.

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Clerk

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Mayor