

## RECORD OF PROCEEDINGS

### THE REGULAR MEETING OF THE ELK MOUNTAIN TOWN COUNCIL WAS HELD MONDAY, OCTOBER 13, 2014 IN THE TOWN HALL COMPLEX

- CALL TO ORDER: Mayor Irene called the meeting to order at 6:34p.m. Pledge of Allegiance was recited.  
Council Members present at roll call:  
Cm. Angie Hobbs  
Cm. Robert Meyer  
Absent: Cm. John Page and Cm. Janeen Jones  
Also Present: Linda Crane, Clerk/Treasurer, Pat Eastman, Water Superintendent
- CITIZENS/VISITORS: Al Santilli, Linda Edmonds, Joe Grillo, Joyce Menke, Robert Johnson, Dan Ferrin
- APPROVE AGENDA: Mayor Irene asked for approval of the agenda. **Cm. Meyer made a motion to approve the agenda as presented;** Cm. Hobbs seconded the motion; Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried.
- APPROVE MINUTES: Mayor Irene asked for approval of the September 15, 2014 Regular Meeting Minutes. **Cm. Hobbs made a motion to approve the September 15, 2014 Regular Meeting Minutes;** Cm. Meyer seconded the motion; Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried.
- CITIZENS ADDRESSING THE COUNCIL: Bob Johnson thanked the Council for the sewer lagoon road improvements. Al Santilli also thanked the Council for the work done on Balsam Street.
- REPORTS: Reports were given by Fire Dept., SCWEMS, Water Dept., Zoning, Public Works Dept., HCJPB, Park Board, Cemetery Board, Juvenile Services, CCEDB, CCVC, CCCOG
- Fire Dept.: Chief Sherwood was not in attendance. Cm. Meyer told the Council that the department had responded to some accident calls. He told the Council that the Forest Service would be doing some controlled burns during October 15<sup>th</sup> through December 31<sup>st</sup> on the Elk Mountain and the ZN Ranches to try and increase mule deer habitat. Joyce Menke addressed the Council with concerns over the presentation Jim Piche presented at the last council meeting concerning the proposed county fire district. After consulting her insurance agent she found items mentioned by Mr. Piche as false as it pertained to their rates and class rating. The proposed fire district tax will not be offset by the reduced insurance rates in their ranches instance.
- SCWEMS: Representative Sikes was not in attendance. Mayor Irene told the Council he had been attending the SCWEMS meeting. SCWEMS requested the Council pass a resolution allowing them to submit a grant application for pediatric stretcher restraint from the State of Wyoming EMS. **Cm. Hobbs made a motion to pass SCWEMS Resolution 3-2014;** Cm Meyer seconded the motion; Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried.
- Water Department: Water Superintendent Eastman told the Council that he had reviewed and approved requisition #52 for the Specific Purpose Tax. He submitted the annual water report to the Environment Protection Agency. He has one more annual report due to the State Engineers Office for estimated water usage. Eastman told the Council he would be out of town for approximately 10 days.
- Zoning: Nothing to Report
- Public Works: The Mayor said A&D Dozer has been hired for the demolition of the IOOF building. They would retain salvage rights to the building materials. The town would be responsible for the landfill disposal costs for the remaining construction debris waste. Asbestos testing has been completed on the building with no commercial mitigation needed. There are a few items in the building and the Council authorized the Mayor to dispose of those items. The Mayor is looking into contacting the HEM FFA group to help Public Works clean and organize the Veterans Street storage building.
- HCJPB: Representative Grillo told the Council that their meeting was rescheduled so there was no report at this time.

Park Board: Park Board Member Linda Edmonds reported the park board has adjourned until March. The board decided that the 2015 Labor Day Picnic will be an alcohol free event. The Public Works Director will pick up the materials needed to construct the new storage shed at the park.

Cemetery Board: No Report.

Juvenile Services: No Report.

CCEDB: At their last meeting the Mayor gave the Economic Development Board his resignation as the town's board member. Anyone interested in serving on this board is ask to let him know. The BLM reported that the Forest Service is requiring an eagle study on the Chokecherry Sierra Madre Wind Project which is slowing down the project.

CCVC: Board Member Crane told the Council that the Board has been doing an advertising campaign for the renewal of the lodging tax. Their next meeting is the 14<sup>th</sup> in Medicine Bow.

CCCOG: Mayor Irene attended the Consensus Grant meeting. After considerable negotiations the town will submit a revised request for \$80,000.00 with a \$20,000.00 match for the Elk Mountain Community Center Project Phase 1.

TREASURER'S REPORT: **Cm. Hobbs made a motion to approve the September Treasurers Report;** Cm. Meyer seconded the motion; Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried.

BILLS TO BE PAID: Treasurer Crane recommended ratifying and approving bills to be paid in the amount of \$35,782.66. **Cm. Hobbs motioned to ratify and pay the bills from September 16<sup>th</sup> thru October 13<sup>th</sup> in the amount of \$35,782.66;** Cm. Meyer seconded the motion; Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried.

CORRESPONDENCE: Elk Mountain Senior Center, WyDot, Daily Times, MTP&Co., Wyoming Independent Living

OLD BUSINESS: Specific Purpose Water Project: The HHC Surety Bond requesting information on the water project with contractor Westwood Curtis was tabled at the last meeting until more research could be done on it. Clerk Crane reported that it was an informational request from the bonding company and would not affect the warranty period on the project.

CCOG-5<sup>th</sup> Penny Tax Update: Clerk Crane sent out the educational boxholder designed by the 5<sup>th</sup> penny committee. It was reformatted so it could be sent as an EDDM mailer which decreased the cost of mailing to each box holder.

Mader, Tschacher, Peterson & Co. Agreed Upon Procedures: The Council had decided earlier that an external review should be done on the bookkeeping procedures. Since the State Department of Audit requires towns to do an F-66 annually report Treasurer Crane asked the department if the town did an AUP and followed the guidelines set by the state if they would accept this information from an accounting firm. By having MTP do the AUP it would take care of the external review and the state's annual requirement. The state agreed with the request. **Cm. Meyer made a motion to sign the letter of engagement with MTP&Co to perform the Agreed Upon Procedures;** Cm. Hobbs seconded the motion; Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried.

Consensus Funding for 2014-15: Information reported in the CCCOG report above.

Elk Mountain Museum Board: Joyce Menke told the Council she had received a lease agreement from Elk Mountain Real Estate, LLC for the space in their office building to open a museum. Clerk Crane has been in contact with the town's insurance carriers over coverage for the museum. She stated that the request for coverage in the lease insurance clause by EMRE was not possible with the policies now in place and would take more research. Mrs. Menke also received bylaws and job descriptions from the Medicine Bow Museum Board that could pertain to Elk Mountain. Clerk Crane reviewed the bylaws and felt the only correction needs was stating that the funds received and requested expenditures needed to be handled through the town's bookkeeping system just like the other community boards. In order for the museum to move forward the Council felt the board needed to first be established. **Cm. Hobbs made a motion to pass**

**Ordinance 14-10-13; AN ORDINANCE ADOPTING THE CREATION OF THE TOWN OF ELK MOUNTAIN MUSEUM BOARD AND BY-LAWS on first reading;** Cm Meyer seconded motion; Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried.

Elk Mountain Community Center: Since more information was needed for cost estimations on the center's site Buckingham Architects compiled the cost of a survey and the flood plain analysis. The survey will include a topographic survey, property boundary survey, title search and the production of an electronic base map to develop concepts. The flood plain analysis will show the proximity to the flood plain which could impact the finished floor elevation. **Cm. Hobbs made a motion to approve the survey and the flood plain analysis at the cost of \$12,000.00; Cm Meyer seconded motion;** Council Poll; Cm. Hobbs Aye, Mayor Irene Aye, Cm. Jones Absent, Cm. Meyer Aye, Cm. Page Absent, motion carried. It was discussed that these funds will come from the Consensus Grant for phase 1 of the project.

NEW BUSINESS:

Daily Times Veteran Advertising: No action taken on advertising with the Daily Times on this promotion.

EXECUTIVE SESSION:

**Cm. Meyer made a motion to enter into executive session for matters confidential by law at 8:17 P.M.;** Cm. Hobbs seconded the motion; all in favor none opposed. **Cm. Hobbs made a motion to come out of executive session at 8:26 P.M.;** Cm. Meyer seconded the motion; all in favor none opposed. **Cm. Hobbs made a motion to approve the minutes of the executive session, seal and file;** Cm. Meyer seconded the motion; all in favor none opposed. No action taken.

ADJOURNMENT:

There being no further business to come before the Council, **Cm. Hobbs made a motion to adjourn the meeting at 8:27 P.M.;** Cm. Meyer seconded the motion, all Council Members present voting Aye none Opposed.

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Clerk

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Mayor