

THE TOWN OF ROLLING HILLS
RECORD OF PROCEEDINGS OF THE GOVERNING BODY MEETING
March 7, 2023; 7 p.m.

CALL TO ORDER: Mayor Maines called the Governing Body Meeting of March 7, 2023, to order at 7 p.m. and led those present in the Pledge of Allegiance.

ROLL CALL: Present – Mayor Maines; Council Members Montgomery, Weaver, Rivera and Cielinski; P. Ehler; and Attorney Silva

CONSENTS:

MOTION to approve the minutes as presented of the Governing Body Meeting of February 21, 2023; Council Member Cielinski so motioned, Council Member Rivera seconded. All Ayes. MOTION CARRIED.

MOTION to approve the bills and claims as presented for March 7, 2023; Council Member Weaver so motioned, Council Member Rivera seconded. All Ayes. MOTION CARRIED.

PRESENTATION OF PETITIONS: Nothing at this time.

COMMUNICATION FROM THE FLOOR: Nothing at this time.

REPORT OF COMMITTEES:

Parks and Entertainment: Preparations for the egg hunt are moving forward. The school district will provide a bus and driver.

Zoning: The next zoning committee meeting will be March 14, 2023, at 6:30 p.m.

Local Emergency Planning Committee: Nothing at this time.

Joint Powers Board: Nothing at this time.

Fire Suppression Authority: The next meeting is March 13, 2023, in Douglas.

Landfill Board: Nothing at this time.

NEWY: The next meeting is in Douglas on March 18, 2023, at 11 a.m. More information will be sent.

DEPARTMENT REPORTS AND REQUESTS:

Public Works Department Report & Requests: P. Ehler stated servicing equipment is nearly complete. The skidsteer will be getting new tires as one had a blow-out today; they are bald. This expense is part of the current budget. A snowblower that mounts to the front of the F350 is being looked at for the budget. The skidsteer is not big enough for a snow blower. Few problems with the equipment and vehicles have been noted during servicing. The F250 is holding up well and has around 70,000 miles. There have been issues with alarms on wells 4 and 5 again. New motor saver parts will be on the upcoming budget due to these alarms. The alarms may also be affected by the weather as they seem to occur when it is below freezing. The Antelope Ridge water extension project is done as far as the water portion. Maps showing the existing line were inconsistent. New meter pits have been placed but P. Ehler has asked that radio reads and meters not be put in until the property is developed by the buyer and water lines are put into a home. The next part of the project will be the roadwork. When tapping into the system, an existing gate valve did not hold with the testing of the pressure with the new line. This has been repaired. Hydrant flushing will happen on April 15, 2023. Chlorine is up in the water system but is right where it needs to be. Budgets are being prepared for both maintenance and water. Five new hydrants will cost approximately \$50,000 - \$60,000. One of the hydrants to look at is on South Coyote at the end of the “alley.” Other hydrants that P. Ehler would like to replace include the one by the fire department and one on Rimrock Road. Isolation valves will need to be checked before the hydrants are pulled. Items that are budgeted for this current year are being looked at for purchase at this time including delineator posts. P. Ehler questioned as to whether there should be one new delineator post for each driveway or two, one on each side. He is purchasing one each for this year and budgeting for a second on next year’s budget. Power tools will be upgraded per budget.

CONTINUING BUSINESS:

Antelope Ridge Development Project, Update: See P. Ehler’s update above. As weather provides, Andreen-Hunt will begin working on the new roads.

Ordinance 2023-160, Permanent One-Cent Sales Tax; 2nd Reading: No comments have been received by the public regarding this ordinance. It is posted on the bulletin boards and on the Town’s website. The City of Douglas did

not pass their ordinance. The permanent one cent could also be put on the ballot for voters to approve. One issue on the ballot would be for the tax itself. The other issue would be for the tax to become permanent. MOTION to adopt Ordinance 2023-160, an ordinance supporting the continuation of the optional 1% sales tax, on second reading; Council Member Rivera so motioned, Council Member Montgomery seconded. All Nays. MOTION FAILED. Ordinance 2023-160 fails on second reading.

GovOffice Website Renewal: Catalis was contacted about revising their proposed contract to annually and lowering the price as they are providing services that the Town does not use. They will not lower the price or change the contract term. The contract that is being sent via DocSign continues to be the higher price, not the reduced per the sales person's email. T. Montgomery was told that WordPress can be difficult to work with and was not recommended by the City of Sheridan Clerk, who has managed the City's website for a number of years. The company that processes on-line credit card payments for the Town stated many of their clients use CivicPlus. They do not have any restrictions on sites that their link for payments cannot be put on; however, they reiterated that some providers, such as WordPress, can be hacked more easily than others although they are confident in their own company's firewalls and security for payments. T. Montgomery recommends using CivicPlus even though the cost is significantly higher than what is currently being paid for the website. CivicPlus has the assurance of meeting Town needs as well as statutory requirements, such as ADA access. The website would allow better on-line form submittals, which is becoming a more frequent request, as well as mobile support so that it can be viewed on multiple devices. The implementation process with CivicPlus would be approximately ten to twelve weeks. Residents utilizing on-line pay via the current website will need to contact the town hall if Catalis discontinues before CivicPlus is available. Documentation on the website is also available at the town hall and on the bulletin boards. MOTION to enter into a contract with CivicPlus for website design, hosting and maintenance; Council Member Rivera so motioned, Council Member Cielinski seconded. All Ayes. MOTION CARRIED.

NEW BUSINESS:

Dutchman Solar Project: Council reviewed correspondence regarding a proposed solar project in Converse County. The project is within the jurisdiction of the Industrial Siting Council. The Dutchman Solar Project is a subsidiary of BrightNight, LLC. They have contracted with Tetra Tech for the development of the project. Tetra Tech would like to hear any concerns or information of interest regarding this project.

LIHWAP Program: The State of Wyoming, through the Department of Family Services, has set up a program called LIHWAP that helps qualified individuals with payments for water services. The Town did not receive notification of this program from LIHWAP. However, at least two households in Rolling Hills have notified the Town that they applied for and were approved for assistance. T. Montgomery has contacted LIHWAP and has attended a Zoom meeting regarding this program and the process for receiving the payments for the residents. T. Montgomery has submitted the application form for the Town to become a vendor with LIHWAP, which is a requirement to receive payments, and has submitted the necessary documentation to the State Auditor's office. Although a portal to the program has been set up for the Town, the process of becoming a vendor may take a couple of weeks. In the meantime, the residents who have been told that they qualify are not paying and incurring late fees. This program will likely require a change to the water ordinance insofar as how payments are collected and accrual of late fees on those that are involved with LIHWAP. The contact at LIHWAP is difficult to get in touch with and does not return phone calls or emails. Until she is able to speak to someone at LIHWAP, T. Montgomery has no way of knowing what residents are involved with this program unless the resident contacts the town hall. Council discussed what, if any, late fee exceptions should be considered for those residents who have qualified, have notified the town hall, and have not paid on their accounts. P. Silva will check to see if a surcharge can be added to each qualifying account.

Investment Overview: T. Montgomery submitted a Cash Report of all town accounts and investments for council review. At this time, bond rates are 5% and above. It is anticipated that rates will continue to increase throughout the next few months, at least. Council discussed purchasing two additional bonds from the general fund and one from the water fund.

EXECUTIVE SESSION: No executive session.

COMMUNICATION TO COUNCIL:

A work session to discuss funding youth groups and an initial overview of the fiscal year 2023-2024 budget will be on March 28, 2023, at 6:30 p.m.

The WAM summer conference will be in Cody on June 7-9, 2023.

MOTION to adjourn the Governing Body meeting of March 7, 2023, at 9:03 p.m.; Council Member Weaver so motioned, Council Member Cielinski seconded. All Ayes. **MOTION CARRIED.** Meeting adjourned.

TOWN SEAL

Jon O. Maines, Mayor

ATTEST:

Teresa Montgomery, Clerk/Treasurer