

THE TOWN OF ROLLING HILLS
RECORD OF PROCEEDINGS OF THE GOVERNING BODY MEETING
March 21, 2023; 7 p.m.

CALL TO ORDER: Mayor Maines called the Governing Body Meeting of March 21, 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 March 7, 2023; Council Member Rivera so motioned, Council Member Cielinski seconded. All Ayes. MOTION CARRIED.

MOTION to approve the bills and claims as presented for March 21, 2023; Council Member Rivera so motioned, Council Member Weaver 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: Adult volunteers are still needed for the egg hunt. Preparations are being finalized.

Zoning: The zoning committee met on March 14, 2023, at 6:30 p.m. The placement of the new curb stops was discussed (see below New Agenda item.) The zoning ordinance will be revised to include mandatory culverts and approval for new driveways. There was discussion on who would install the initial driveway on each new lot – the Town or the person who buys the property. The committee reviewed current traffic and street ordinances as well as examples from other municipalities. T. Montgomery will draft a new, revised ordinance for further review. The new ordinance will combine the existing ordinances so it is more coherent in one document and will also include new language limiting vehicle weight on town streets and disallowing parking on the streets. Having a growth study done was also discussed.

Local Emergency Planning Committee: Nothing at this time.

Joint Powers Board: Nothing at this time.

Fire Suppression Authority: The FSA Board met on March 13, 2023, in Douglas. The departments are preparing their budgets. The FSA will receive a portion of the funding requested through an ARPA grant to purchase radios for each of the departments. T. Montgomery will remind the FSA Board about the ISC meeting for the solar farm.

Landfill Board: Mayor Maines stated he discussed the solar farm and ISC meeting. Minerals and materials found in the solar panels were discussed insofar as a disposal process. The Board discussed adding a building at the landfill that would have a restroom and water facilities for employees. The engineers are looking at the best place to put the building with the best design for the area. Moving the entrance to the driveway lower down the hill is not feasible without paving the hill, and there is still problems with that in the winter months. The Board wants to change the hours for greens so that they can be taken all weekend. The Hilltop Bank account was hacked. It was closed and a new account has been set up. There was a problem with trees on Birch Street that were removed; the landfill would like to have it brought in a little at a time. The Town of Glenrock is also not separating their trash; this has been addressed. Department descriptions are being updated. There is some resistance to safety procedures.

NEWY: NEWY met in Douglas on March 18, 2023. NEWY will not be hosting a congressional tour this year. The County Commissioners' Association, WCCA, will be hosting tours in various regions throughout Wyoming for the next several years. It was suggested that WAM team up with WCCA and the WAM regions that are withing WCCA's tour become involved so that the congressional delegates have an overview of Wyoming, counties and municipalities. Commissioner Short is the chairman for the WCCA tours. This year's tour will be in the Big Horn Basin area. While these tours that involve delegates from Washing D.C. are being planned and held in other areas, Senator Barlow suggested NEWY members, and other region members, become more involved on the state level by attending the interim committee meetings in our area. He stated that many Senators and Representatives have not traveled the entire state and interim committees are an opportunity to introduce our communities and discuss needs, rather than wait until the legislative session. Inviting the interim committee members to tour the area where their meetings are held was suggested by Senator Barlow. WAM Director Dave Frasier provided a legislative update and particularly a few bills that were passed. A bill allowing the creation of EMS Districts was passed; this is to assist communities that have slow response time from

ambulance services. There were several bills relating to property taxes during this session. One that passed will allow a refund to those in need, the rules of which are being drafted. Another will allow a question on the ballot during the next general election that will ask to break out “residential property” as a fourth class of property taxes. Currently, the three types of classes are: 1) gross production of minerals and mine products, 2) industrial, and 3) all other property, real and personal. Annexation laws have changed. Letters of intent to annex must be first-class mailed to all residents within three hundred feet of the proposed property to be annexed. Liquor license laws have changed again; Rolling Hills is eligible for two bar and grill licenses. The minimum threshold to put projects out to bid has changed from \$35,000 to \$75,000. Bid bonds are no longer required for vehicle purchases and, if no bids are received for a vehicle, the municipality can then find and negotiate for one. The direct distribution has been increased by \$26.25 million. Former Council Member Kim Pexton is now the Mayor of Douglas. Elections for NEWY officers as well as further discussion on the congressional tours will take place during the WAM convention in Cody this June.

DEPARTMENT REPORTS AND REQUESTS:

Public Works Department Report & Requests: P. Ehler stated the water system is running good. No leaks have been noticed. The wells are running good. There are still issues with radios on Wells 5 and 6; comm tech alarms have been noted. The radios at Wells 5 and 6 are remote; the radio at Well 4 is hard wired. P. Ehler has talked to Timberline about getting new radios. The well testing schedule has not been received for Well 7. Chlorinators will be cleaned next week. For maintenance, 175 delineator posts have been purchased. Another 175 posts will be purchased with the next budget. Two posts will be placed at each driveway. P. Ehler does not know if all posts will get installed this summer due to the largeness of the project. The posts will be placed within the Town’s easement on each side of the driveway approximately where the culvert is or would be. Attorney Silva will review the Town’s ordinance pertaining to destruction of town property. P. Ehler asked how many posts should be put at properties where there are multiple driveways. He would prefer to use the driveway that is directly to the house. New signs and posts have been purchased. An order has been placed with Ferguson Waterworks for various parts that are kept in stock. Ferguson helped choose the correct curb stops to purchase. Council Member Montgomery asked about the status of Well 2-2R. P. Ehler said that he has adjusted the cycling levels and it has been used for the last year. He believes it needs to be airlifted to see if this would lower the amount of shale that is coming up.

Council reviewed and discussed a quote to purchase an asphalt sealant machine and material for maintenance of South Badger Road, the town hall and mailbox facility parking lots, and the pathway. P. Ehler stated that the machine will withstand the work; it is more than residential. Mayor Maines would like to see how it holds up in a parking lot and pathway compared to a road with vehicle traffic. P. Ehler feels using this machine would extend the life of South Badger and other areas with asphalt. MOTION to approve the quote from Asphalt Kingdom for the purchase of a sealcoating spray system and sealer as proposed by Public Works; Council Member Cielinski so motioned, Council Member Weaver seconded. All Ayes. MOTION CARRIED.

Council reviewed information for a truck mounted snow blower. The F350 would be able to use the proposed blower. P. Ehler is researching further. Currently, maintenance is using the skidsteer to help remove snow. There is a six month wait time for the snow blower. P. Ehler recommended staying with the skidsteer. Council Member Montgomery asked if a snow blade for the skidsteer should be considered; P. Ehler said he has a blade on the truck that would do the same work. The snowblower on the F350 may save labor time compared to the skidsteer. The skidsteer is not big enough to hold a snowblower. With the amount of snowfall this year, there was an area of flooding on the west side of Roundup Road near a new fire hydrant, meter pit and curb stop. There is a capped culvert in the area and it may be possible to put a regulator on the culvert to allow controlled flows to alleviate the flooding. P. Ehler feels that the curb stop and meter pit should be moved to further on the residential lot and out of the low spot. There are two that are in potential flood zones. Council discussed asking for a change order to move the apparatus. P. Ehler is also concerned with future development of the town-owned property and people messing with the meter pits and curb stops. T. Montgomery will contact Brad Holwegner for possible solutions and a change order quote to move the meter pits and curb stops out of the flood zones.

CONTINUING BUSINESS:

Antelope Ridge Development Project, Update: Andreen-Hunt will begin working on the new roads within the next two weeks.

LIHWAP Program, Update: The Town's portal for the LIHWAP program is up. The LIHWAP program was funded through CARES and is only available for this current season; the actual end month is conflicting. Two residents are participating in this program. T. Montgomery spent about thirty minutes uploading the individuals' monthly invoices to the portal and creating a master spreadsheet. Uploading future invoices will take no more than ten minutes each month. Payment was received within two weeks of uploading the invoices and applied to the accounts. LIHWAP does not pay for late fees. T. Montgomery has asked residents to let her know if they are participating in this program as they may know before LIHWAP has the opportunity to put their information in the portal. Council does not feel that late fees should be written off. MOTION that late fees and penalties will not be written off and continue to be charged to the consumer for those participating in LIHWAP; Council Member Montgomery so motioned, Council Member Rivera seconded. All Ayes. MOTION CARRIED.

NEW BUSINESS:

Asphalt Pile and Glenrock Post Office Parking Lot: Mayor Maines suggested a portion of the Town's rotomil pile be used to fill the potholes in the Glenrock Post Office's parking lot. T. Montgomery spoke with Randy Rumpler, Maintenance Supervisor for the Town of Glenrock. R. Rumpler stated that their code enforcement officer has issued two citations to the owners of the parking lot, one for the potholes and the other for the railing that is too low per safety standards. The owners had until today to fix the potholes or they would be fined \$750. The owners' plan was to put in a temporary fix and then repave the lot this summer. If the owners do not comply, the Town of Glenrock is prepared to use their machine to repair the potholes. They must use their particular material mix for this machine, but R. Rumpler said he would keep our asphalt pile in mind in case it also could be used.

Security Cameras: Based on research and advice from IT Director, Jared Halvorsen, Council reviewed a quote to purchase security cameras for the town hall, mailbox facility and town shop. If approved, a complete unit with eight cameras and recording box would be purchased for the town hall. Two of the cameras would be inside the building with the remaining six covering the parking lot, shelter, restroom, back of building, park and Neos area. The cameras would be hard-wired within the building and video images would be stored in the recording box for two weeks to a month before overwriting. The images can be downloaded. The cameras can be set for constant or motion-sensor feed. Two additional cameras would be purchased for the mailbox facility along with a unit that would allow the cameras to work from the town hall's internet via line of sight. The images from those cameras would also be stored in the recording box at the town hall. The quote also listed two video doorbells for the town hall, one for the front door and one for council chambers. The doorbells are battery operated and would record to an SD card. The doorbells would be a second layer of video if needed, but more so would allow residents to literally ring the bell if they cannot make it up the stairs, cannot open the door or go to the wrong door. The video feed from these cameras can be viewed over an app. The quote also calls for a four-camera system at the town shop. The cameras at the town shop would record to a box located at the shop. Homeland Security has released a grant that would purportedly assist with the purchase of all the equipment. However, upon reviewing the grant application and a brief overview of the manual on the regulations and restrictions of using federal funding, it may be more cost effective to pay for the security systems with town funds. MOTION to purchase the security system that provides coverage for the town hall, the mailbox facility and the town shop, not to exceed \$6000; Council Member Cielinski so motioned, Council Member Rivera seconded. All Ayes. MOTION CARRIED.

Nunez Animal Variance Request: Residents Sergio and Leticia Nunez submitted a second Application for Short-Term Animal Variance as they are purchasing one more animal than what was on the first request. The residents have obtained updated signatures from all required neighbors and have provided a letter from 4H indicating the animal is for a youth project. MOTION to approve an animal variance for Sergio and Leticia Nunez; Council Member Cielinski so motioned, Council Member Weaver seconded. All Ayes. MOTION CARRIED.

Curb Stops and Water Lines to Antelope Ridge Properties: The Town will continue to own approximately sixty to eighty feet from the west side of Roundup Road to the newly developed property lines; this area will not be sold with the properties. The new curb stops have been placed near Roundup Road. Concern was raised in the zoning committee meeting regarding the curb stops and a portion of the water line being placed on town-owned property. The current water ordinance states that residents are responsible for the water line from the curb stop back to their home. The concern was a potential issue of the water line breaking on town-owned property and the owner not willing to pay for the cost of repair as it is not on the owner's property as is the case elsewhere in town. Brad Holwegner with WLC Engineering stated that the City of Casper and other communities face this same issue. Their solution is that the water line from the curb stop to

the resident’s property is owned by the property owner. This is not the land, but only the water line. Council discussed damage to the town-owned property if a line needed repaired in this area. Council discussed whether they could require a second curb stop be placed on the property as part of the sale. Council felt that each lot would have to have an easement to own the water line across the town-owned property. Council Members Montgomery and Weaver thought the new water lines were supposed to run with the new roads. Mayor Maines stated that the new main water line would run north-south with the new Rimrock Road extension. Brad Holwegner will be invited to attend the next council meeting.

Ambulance Services: It was noted in the FSA meeting that the hospital’s current plans for the Converse County ambulance service are changing. Douglas has two ambulances while Glenrock has one. The new plan proposes that when Douglas #1 is called out, Glenrock will go to Douglas and Douglas #2 will stage at Natural Bridge to respond to the next call, whether it be towards Douglas or Glenrock. That would leave Glenrock without an ambulance each time Douglas is called out. T. Montgomery has requested more information regarding the new legislation on the EMS District, although it may not work out for this area. Conversations should be had with the Town of Glenrock and the County Commissioners.

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.

Council Member Rivera will be attending the elected officials workshop tomorrow in Douglas.

MOTION to adjourn the Governing Body meeting of March 21, 2023, at 9:39 p.m.; Council Member Rivera so motioned, Council Member Weaver seconded. All Ayes. **MOTION CARRIED.** Meeting adjourned.

TOWN SEAL

Jon O. Maines, Mayor

ATTEST:

Teresa Montgomery, Clerk/Treasurer