

RECORD OF PROCEEDINGS

AUGUST 31, 2011

THE SPECIAL MEETING OF THE ELK MOUNTAIN TOWN COUNCIL WAS HELD AUGUST 31, 2011. AT 6:30 P.M. IN THE ELK MOUNTAIN TOWN HALL COMPLEX.

CALL TO ORDER:

Mayor Irene called the meeting to order at 6:45 P.M.

Council Members present were:

Cm. John Larsen

Cm. Ken Casner

Cm. Janeen Jones

Cm. Angie Hobbs

Also present: Linda Crane, Town Clerk, Pat Eastman, Public Works, Bill Sherwood, Fire Chief, Peg Trent, Town Attorney, Keith Haskins, PMPC, Joyce Menke, Barb Pijanowski, Don Ljungblad, Jorge Torres, SO, Aarron Kirlin, WHP

APPROVAL OF THE AGENDA:

Cm. Larsen made a motion to approve the agenda as presented; Cm. Hobbs seconded; motion carries with all members present voting aye.

NOTICE TO PROCEED TANK & TRANSMISSION PROJECT:

Cm. Jones motioned to sign the Notice to Proceed Agreement for the Tank and Transmission Project; Cm. Larsen seconded; motion carries with all members present voting aye. It was necessary to sign a work change directive due to the rotation of the tanks at the site. **Cm. Larsen motioned to sign the work change directive for the Tank and Transmission Project;** Cm. Hobbs seconded; motion carries with all members present voting aye. Keith advised that 10% of the project cost will be held in an escrow account pending necessary advertising and payment to all contractor involved.

NOTICE TO PROCEED METER PROJECT:

Cm. Hobbs motioned to sign the Notice to Proceed Agreement for the Water Meter Project; Cm. Larsen seconded; motion carries with all members present voting aye. Keith told the Council that the meter should be available November 4th.

EMPLOYEE HANDBOOK:

The Council reviewed the Employee Handbook discussing the aspects of legality and policy. At the recommendation of the Town's Attorney Peg Trent to schedule work session to perfect the document the Employee Handbook was tabled to a later date.

CCSD#2 SAND
DISPERSEMENT:

Cm. Jones motioned to now authorize the dispersement of the sand surrounding the school to CCSD#2; Cm. Hobbs seconded; motion carried with Cm. Larsen, Cm. Hobbs, and Cm. Jones voting aye and Cm. Casner abstaining.

TITLE 5 CODE:

Cm. Jones presented revisions to the Title 5 Code; Police Regulations. The Council discussed and reviewed the changes to the Code. Attorney Trent will review the revisions and prepare the ordinance.

CODE OF CONDUCT:

The Council discussed the Code of Conduct document; after review Cm. Casner asked that some changes be made to the document. **Cm. Jones motioned to accept the amendments made to the Code of Conduct document;** Cm. Larsen seconded; motion carries with all members present voting aye. **Cm. Larsen motioned to sign the Resolution adopting the Code of Conduct;** Cm. Jones seconded; motion carries with all members present voting aye.

MAYOR/COUNCIL
ORDINANCE:

The Mayor and Council reviewed the sample ordinance and addressed questions concerning the document to Attorney Trent. The Attorney said she would put together an ordinance specifically for the Town for later review.

USAGE OF TOWN
PROPERTY:

Mayor Irene said this agenda item had been covered during the discussion of the Code of Conduct and the Mayor/Council Ordinance.

ADJOURNMENT:

Mayor Irene called to adjourn the meeting at 9:36 P.M.; **Cm. Jones motioned to adjourn the meeting;** Cm. Hobbs seconded; motion carries with all members present voting aye.

Clerk

Mayor