

**TROPIC TOWN
PO BOX 130
TROPIC UT 84776**

Minutes of the Tropic Town Board Meeting
Held February 9, 2012 at 4:30 p.m. in the Tropic Town Heritage Center

PRESENT: Mayor WaLon Brinkerhoff **BOARD MEMBERS:** Jim England, Doug Ahlstrom, Shilo Richards; Michael Burbidge excused. Marie Niemann - Tropic Town Clerk & Sydney Syrett – Tropic Town Treasurer.

OTHERS: Brett Chynoweth, Raymond Brinkerhoff, National Park Superintendent Bradybaugh, Garfield County School Superintendent Dalton, Ken Platt, David Brothwell, Jean Seiler and Sandra Francisco.

CALL TO ORDER: Mayor WaLon Brinkerhoff

PLEDGE: Ben Dalton – County School Superintendent

APPROVAL OF MINTUES: A motion was made by Doug Ahlstrom to approve the minutes of the Tropic Town Board Meeting held January 12, 2012. Second by Shilo Richards - Motion carried.

APPROVAL OF THE PUBLIC HEARING MINUTES: A motion was made by Jim England to approve the minutes of the Sewer Grant Public Hearing – Second by Shilo Richards. Motion carried.

APPROVAL OF THE AGENDA: A motion was made by Jim England to approve the agenda. Second by Doug Ahlstrom - Motion carried.

THE COMMUNITY

Bryce Canyon National Park: Superintendent Bradybaugh and David Brothwell welcomed the opportunity to review and discuss the prescribed burn plans for the 2012 summer. They are focusing on thinning around the lodge and meadows. Debris from thinning will be put into slash piles and burned; larger cuts from Ponderosa Pine will be bucked up and sold for firewood. As with previous burns, concerns with the timing of the burn – during tourist season and the settling of smoke in the valley – affecting those on oxygen – were expressed. Council also acknowledged and expressed their appreciation for improvement in notifying the public on burns and other Park Service activity that affects the surrounding communities.

Image of America: A joint effort involving the Park Service and the Natural History department of Bryce Canyon are gathering photos, histories, and memorabilia for a historical picture book of Bryce Canyon National Park. This book is being published by Arcadia, a company specializing in local and regional history of the United States. As the project continues to develop it has been expanded to include a history of the surrounding communities as well. Jean Seiler is assisting in the efforts by arranging for an open house at the Heritage Center for residents to share their photos to assist in the project. Scanners, computers and other needed equipment will be available for those interested in sharing and obtaining a copy of what is collected. Among the information discussed, it was noted that copies of the Garfield County News from the early 1900's were given to the Town when Katie Thompson was selling the paper, these copies were lent to the

Natural History Association – Gayle Pollock for digitalizing; which are now available online. The project received much enthusiasm and support from Mayor Brinkerhoff and Town Council; and will assist those currently working on the Town’s written history and pioneer museum.

Garfield County School District: Superintendent Dalton and School Board Representative Ken Platt were in attendance to discuss with the Mayor and Town Council the need for better community involvement in local public schools; the school board recognizes the need for community input and direction from the communities. An education coalition is being formed from members of the community; meetings will be held to list and prioritize items that are important to community and improve education in our schools. From this meeting the school board will use what items to guide the district for the next five or ten years. A spot has been reserved for a member of the Town Council to be a part of this coalition. Mayor Brinkerhoff asked for this opportunity and was accepted as the representative.

Among the improvements made by the district office for better communication they have the technology to mass broadcast, sending message out to each student’s home. Also on the website there is a parent link has been added for parents to access their student’s information and track their progress. Superintendent Dalton offered their services to the Town if ever there is a need; would like to assist and work together to better the schools and the communities of which they are a part. Mayor Brinkerhoff expressed his support and extended the town’s support if they are in need of their services as well.

Dog Issues: Panguitch City will not assist in the dog patrolling/impoundment; too much of a liability. They do not euthanize animals any more they take them to Best Friends if they will accept them. Much discussion as to what is legally permissible; it was resolved that dogs running at large being a nuisance, causing damage, etc. will be reported to law enforcement and fined.

PLANNING COMMISSION – No report

CULINARY/SEWER

Cleaning of dead end sewer lines need to be cleaned out at least twice a year; need to place this on the master project’s list.

There are questions whether or not proper filing of water reports have been done in the office. Marie has a file for such reports and feels that they have not been received; discussing the opening and distributing of mail will Sydney and Gaia found they have not seen these report as well. An electronic copy of the report was sent to Brett and forwarded to the Town office; it will be standard filing management for Brett and the office to have a copy of all w/s reports.

ROADS/STREETS

Speed Limit Signs: Doug reported on the cost and operation of solar verses digital signage; expressing concern in implanting them right know. Need to check with Garkane regarding the needed power for digital and cost to run them; solar would not have the electrical cost. It was reported that B&C Road funds could not be used and would like to wait until after the heritage parking lot is finished and address this in spring. All were in agreement.

Entrance Signs: No word back from Principal Brinkerhoff regarding any interest from the students in preparing a design for the Town’s entrance signs. Deadline for submission was March 1st. As PTA secretary, Marie volunteered to discuss this at their next meeting;

Mayor Brinkerhoff directed her to do so, would like to proceed with this ASAP and extended the deadline to the end of March.

PARKS – No Report

FIRE DEPARTMENT

National Incident Management Systems*NIMS: Sandra Francisco reported that the Town's Emergency Operation Plan was prepared in 2008 and is need of update; revision will be made and filed. Also, NIMS certification of all members of the governing body is needed. Those currently certified are: Jim England, Brett Chynoweth, Raymond Brinkerhoff, Sydney Syrett, Gaia Greenhalgh and Marie Niemann. NIMS certification is required for all municipalities to apply for federal funding after a disaster. Classes are being scheduled for the end of March first of April.

Local Emergency Preparedness Committee (LEPC) meetings are held the 3rd Thursday of each month; invitation is extended to attend and be involved in the Town's emergency preparedness activities. Sandrea reported what the meetings entail: Southwest Public Health gives a report on health issues and outbreaks in the five county region, Sheriff Perkins, representative from the State EMS, Highway patrol, Fire Chief, etc. Shilo Richards will represent the Town Council at these meetings.

DEVELOPMENT/COMMUNITY PROGRESS

Sewer Extension Grant: Mayor Brinkerhoff reported the Town was awarded 1.2 million dollars for this project; \$300,000 in grants funds and a \$900,000 loan. The next step will be to start the bidding process.

A number of calls have been received from council members regarding this project. A preliminary map prepared by Jones and DeMille when the project was first introduced has been circulating and many are not in support of the project. It was noted that this map does not represent the final layout of the project; it was only used to estimate a cost for the project. Bids, property right-of-ways, final plotting of the line, etc., as well as other formal protocols are needed. Mayor would like those who have questions or concerns to address them in public at a town board meeting before the Council; receiving correct information to pass judgment.

FINANCIAL/WARRANTS

Sydney reported that the grants funds are needed to pay Rosenberg for their part in the parking lot and storm drainage projects; Gaia has the paperwork to apply for these funds. Also, Doug will need to coordinate with Bryce Canyon City for the delivery of asphalt.

Sydney is preparing the 2012-2013 Budget, need to watch spending for the next few months. She proposed to change the allocation of wages and other payments to keep within budget. Office personnel wages – Gaia and Marie have come strictly from the General fund. Being that all tasks from receipting payments to scheduling park use are processed through the office, a portion of wages for office personnel can be taken from all funds. Street light have also been taken from the general fund, and should be taken from the Road/Street fund. Sydney will work on making the allocation changes, which will need to be approved.

In preparation for surfacing the parking lot of the Heritage Center, the underground propane tank needed to be removed and relocated. Prior to the task, Garkane was contacted regarding the size and location of the cement pad. After the installation at the new location, Garkane informed the Town the location of the propane tank is not within code. It was felt that it is Garkane's responsibility to make the needed change; knowing the specs were wrong and continued to install it. If they refuse to deliver propane, Town will switch to Amerigas for propane.

Audit Report: Jim England made the motion to approve the audit as presented by Ken Hinton – Tropic Town Auditor. Second by Shilo Richards – Motion carried.

Retain Auditor: A motion was made by Doug Ahlstrom to retain Ken Hinton and the Tropic Town Auditor. Second by Shilo Richards – Motion carried.

Energy Sales and Use Tax: A public hearing is needed to implement such a tax. Currently the town is receiving a small cable franchise tax from South Central. Council agreed that this would be beneficial and to move forward. An ordinance will be prepared and a public hearing scheduled.

Warrants were reviewed; it was asked why the Town doesn't have their own postage machine. It was reported that they did at one time, but continued to have problems with the machine. Mayor Brinkerhoff asked that Sydney look into this; seeing if there would be cost savings or not.

Rural Water Association has a scholarship fund that is used to provide financial assistance for members to attend conference. As a Rural Water Board member, Brett asked if the Town could contribute to this fund. All were in favor of contributing \$50 to this fund. Brett expressed his appreciation for the Town's support.

A motion was made by Doug Ahlstrom to approve the warrants. Second by Jim England – Motion carried.

EMPLOYEE REPORT

Employee Saving's Plan: Mayor Brinkerhoff and the Town Council felt that the Town should invest in a savings plan for all employees. A motion was made by Doug Ahlstrom to open an IRA for each employee through SBSU, contributing a match up to \$25 a pay period. Second by Shilo Richards – Motion carried.

Master Project List: A number of projects have been completed. Water filters are needed for the Town Park, it isn't an immediate need, but needs to be done before the system can be used. Needing to watch spending, it was decided to wait until closer to spring. An update of the list will be made and prepared for review in March.

MAYOR'S REPORT

GRAMA: Government Records Access Management Act is a law dealing with the management of and access to government records. Any request for copies of minutes and other public records are to be processed as outlined in by GRAMA. Record request forms are available in the office; fees will be assessed to those requesting records, such fees are outlined on the form. It was also reported that there is a procedure for processing and responding to the request; following protocol, the governing body are to review and respond to approve or deny the request.

Meeting Rules/Procedures: Two drafts of an ordinance outlining the Town Board meeting procedures were prepared for the Mayor and Council to read through in preparation for adopting. Approval and adopting of the ordinance will be made at next meeting.

Employee Policies & Procedures: Council will review and address issues in Town Board meeting in March.

Executive Session: A motion was made by Jim England to move into an executive session – Second by Shilo Richards. Motion carried.

Mayor Brinkerhoff and the Town Council discussed a wage increase for all employees. A motion was made by Doug Ahlstrom to approve a 3% raise, increase will begin this current pay period. Second the motion Shilo Richards. Motion carried.

A motion was made by Doug Ahlstrom to move back into regular town board meeting and adjourn. Second by Shilo Richards – Motion carried.

Approved this 6th Day of March 2012

Marie H. Niemann – Tropic Town Clerk