

Town of Encampment
Regular Meeting
May 08, 2014
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 08, 2014 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Cindy Hamilton, Kim Loftice, Mary Martin and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer, Grayling Wachsmuth, Chief of Police and Katrina Bergeson, Maintenance/Operator. Ros Herring was present on behalf of the Planning Commission. Public Guests were Robin Boydston, Director, Encampment Preschool and Jim McKinney, Chair, Cow Pie Open Committee. Also present were Robert Herring, Maggie Kelly, Linda Sander, Joella Vacher and Doug Radunich of the Saratoga Sun.

The meeting was called to order by reciting the Pledge of Allegiance.

Mayor Salisbury asked to observe a moment of silence in honor of the passing of Public Works Supervisor Jeff Goolsby.

AGENDA

Loftice moved to approve the agenda with the additions, Hamilton seconded and the motion was passed.

MINUTES

Martin moved to approve the minutes of the April 10, 2014 regular meeting as distributed, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported additional interest to the financial statement in the amounts of \$185.96 to the General Fund Reserve; \$64.16 to the Sewer Fund Reserve; 3.91 to the Park Safety Fund; \$1.45 to the Cemetery Fund and \$6.44 to the Economic Development Loan Fund.

Hamilton moved to approve the April 2014 Financial Statement and payment of the monthly bills in the amount of \$50,666.46, including the April 2014 payroll and contracted liabilities in the amount of \$20,762.91, Martin seconded and the motion was passed.

PUBLIC GUESTS

Robin Boydston- Encampment Preschool: Ms. Boydston thanked the council for their past support of the Encampment Preschool and requested support for the next year. She stated that all money provided to the Encampment Preschool goes to the children. They expect enrollment of 13 children which is down from the 16 children they have this year. The council thanked her for her for doing a good job and stated they would consider her request for continued funding with the budget discussion.

Jim McKinney, Chair - Cow Pie Open: Mr. McKinney thanked the council for their past support stating that the proceeds for last year were donated to Saratoga Youth Wrestling. He asked that the council consider supporting the event again this year. The proceeds will be donated to Encampment Pro-Start and FCCLA. This year marks the 19th year of the event which requires no advertisement because most participation is repeat attendees. They average about 100 participants.

In other matters, Mr. McKinney reported that as the Towns representative to the Carbon County Visitors Council he would like to inform them that they were successful in getting approval for the planning grant to study the feasibility of moving the Carbon County Visitor Centers office to the guard quarters of the old penitentiary. This would ensure an increase in foot traffic because the facility sees more than 10,000 visitors a year. He also reported that they are considering a 1% increase to the Lodging Tax which currently generates about \$120,000.00 per year for advertising and grants to organizations countywide.

Mr. McKinney informed the council that his current term on the board would expire June 30, 2014 and that he would be willing to serve another term. The council thanked Mr. McKinney for all that he does for both organizations.

UNFINISHED BUSINESS

Grand Encampment Opera House- Landscape Options: The Public Works Department presented written estimates based on their input from a meeting at the facility with Councilperson Martin. One bench has been placed in front of the facility opposite the existing bench. The suggestion was made to place the other bench by the Bell Tower entrance on the south side of the facility. Other options discussed were raised flower beds with a weed barrier, rock and Potentilla bushes, and Canadian Choke Cherry trees for ornamental beauty. The trees would be planted with gators to be filled with water weekly until the trees are established. Mayor Salisbury stated that he would like to see that the area has minimal maintenance required and that the bench be placed where it would be used.

The Public Works Department will provide the labor for the project as time allows. Discussion ensued about the type of rock to use and it was agreed to use washed rock would be best. With no further discussion, Loftice moved to approve the landscaping options presented for the Grand Encampment Opera House, Martin seconded and the motion was passed.

Propane Service- Sealed Bids: Mayor Salisbury opened the bids for propane service for the next fiscal year. The bidders were as follows: Shea AmeriGas/V-1- cost plus .38 cents fixed margin bid with a sample of \$1.89 per gallon plus hazmat and fuel recovery fees of \$17.44; North Park Propane, LLC- cost plus .20 cents per gallon with a sample cost of \$1.339, no additional charges for hazmat or fuels surcharge fees; Blakeman Propane- flat rate of \$1.849 per gallon, no additional hazmat fees or fuel surcharges; and FerrellGas- market cost plus .045 cents per gallon with a sample cost of \$1.648 and no mention of hazmat or fuel surcharge fees.

Decision was reached that North Park Propane, LLC is the apparent low bidder. Reichert moved to accept the bid from North Park Propane, LLC, Loftice seconded and the motion was passed.

Ordinance 03.02.2014- FY2014 Budget Amendment-2nd Reading /Hearing June 12th: Clerk/Treasurer Harvey reported that the amendment is necessary due the increase in Specific Purpose Tax Revenue, the cost of the tank mixing system and the storage building. Martin moved to approve the 2nd Reading of Ordinance 03.02.2014 for the FY2014 Budget Amendment. Hamilton seconded and the motion was passed.

Ordinance 03.02.2015- FY2015 Budget- 2nd Reading / Hearing June 12th: Clerk/Treasurer Harvey reported Revenues and Expenditures anticipated for the FY2015 budget as

\$1,213,550.04. Hamilton moved to approve the 2nd Reading of Ordinance 03.02.2015 with the Public Hearing to be held June 12th, Loftice seconded and the motion was passed. Consensus was reached to set a budget workshop for Tuesday May 20th at 7:00 p.m.

5th Penny Tax Committee-Update: The Minutes of the 5th Penny Tax Committee and a draft of the educational posters were presented to the council. Clerk/Treasurer Harvey reported that the 5th Penny tax buttons have been delivered and will be distributed at the next Carbon County Council of Governments meeting on May 28th. The radio and newspaper campaign will begin late October and run until the election. Clerk/Treasurer Harvey was thanked for her efforts on the committee.

COMMITTEE REPORTS

Police Department- Grayling Wachsmuth, Chief: A written call summary was submitted. Chief Wachsmuth submitted a draft dispatch agreement to the council for consideration. The agreement reflects a cost increase of \$3,000.00 annually. The council instructed the clerk to compare the agreement with the current agreement and to submit it to the attorney for review.

Planning Commission- Ros Herring: Mrs. Herring reported that the Planning Commission has issued 8 permits. One for an addition, two for new buildings, two for fences, one for a sign, one for a shed and one relating to the correction of a drainage issue.

Recreation Department- Mary Marin, Council: Council person Martin reported that the first Movie Night of the season would be held June 21st at the Opera House.

Public Works Department- Katrina Bergeson, Maintenance/Operator: A written report was submitted. Maintenance/Operator Bergeson reported that the mixing system would require draining of the water tanks. The installation of the system will likely be in July or August. The water tanks are due for inspection anyway. She also reported that they will begin working on getting the irrigation system on and that it should be operational by the end of May. The cemetery fence project is going well. However, one of the bundles of posts was all corner posts and needs to be exchanged. They hope to get the fence completed by Memorial Day.

Mayor Salisbury reported that he had been approached and asked if the irrigation system near the Lions Club Arena could be repaired and extended to serve a section of new trees to be planted by the Town of Riverside. The system was likely damaged during a project. Maintenance Operator Bergeson reported that the cost of the supplies to take care of the issue would be approximately \$400.00. Martin moved to approve \$400.00 for the repair and extension of the irrigation line, Loftice seconded and the motion was passed.

ADDITIONS TO THE AGENDA

WAM-JPIC Renewal: Clerk/Treasurer Harvey reported having received the renewal package for the WAM-JPIC health insurance which reflects an increase of approximately 5.9%. The deadline for renewal decisions is May 23, 2014. The council could choose to renew the current package or to renew it based on decision made at the upcoming budget workshop. Mayor Salisbury stated that he did not see the need to make changes. Hamilton moved to renew the package with the current selections, Martin seconded and the motion was passed.

Drainage between Town Hall and Post Office Buildings: Mayor Salisbury stated that there was lack of flow in the trough between the Town Hall and the Post Office. There is going to be additional drainage piped into the trough and possible options to correct the issue will be discussed. Doug Sipe of Catfish Concrete will be contacted for his input.

NEW BUSINESS

Water Tank Mixing System: Maintenance/Operator Bergeson reported that another quote has been received for the water tank mixing system components which were initially quoted at \$7,800.00 each. The new bid is for \$4,830.00 each, plus freight. The only estimate received for the electrical work was for \$1,800.00. Hamilton moved to allow up to \$13,000.00 for the purchase of the water tank mixing system, Loftice seconded and the motion was passed.

FY2015/2016 Consensus Funding Project: Clerk/Treasurer Harvey reported that CCCOG would begin discussing possible projects for the next round of consensus funding soon and that that Town should consider their possible projects. Maintenance/Operator Bergeson submitted a list of suggestions from Ken Schwerdt of PMPC to be considered as possible projects. Items included replacement of old hydrants, looping of existing water mains, replacement of sewer lines to which the existing permits would need to be updated or drainage improvements. Discussion ensued about the potential priority of the items. Depending on the amount of money available replacement of old hydrants at a cost of approximately \$2,000.00 each and looping of water lines will be considered for the project.

Chez Booze, Inc. Liquor License- Public Hearing / Renewal of License: At 7:51 P.M. Mayor Salisbury opened a public hearing for the purpose of taking public comment on the renewal of the liquor license for Chez Booze, Inc. Hearing no comment the hearing was closed. Hamilton moved to approve the renewal of the Chez Booze, Inc. liquor license, Reichert seconded and the motion was passed. The council expressed their appreciation to Mrs. Kelly for her business in Encampment.

Public Works Department- Year End Expenditures: A list of year end purchases totaling \$9,863.36 was submitted to the council for approval. Items included 15 loads of road base, chains for the backhoe, and various items for the Water Department and irrigation systems. Martin moved to approve the expenditures in the amount of \$9,863.36, Loftice seconded and the motion was passed.

Cemetery Clean Up- Beginning Week of May 12th: Hamilton moved to place an advertisement to inform the public about cemetery clean up week which begins May 12th, Martin seconded and the motion was passed.

Set Mill Levy- 8 Mills: Martin moved to keep the mill levy at 8 mills, Hamilton seconded and the motion was passed.

Resolution #2014-02- A Resolution Allowing Organized Camping for Events: Clerk/Treasurer Harvey presented Resolution #2014-02 to allow organized camping within the Town for the Woodchoppers Jamboree & Rodeo, Whatfest and the Sierra Madre Muzzleloaders Mountain Man Rendezvous. Hamilton moved to approve Resolution #2014-02, Loftice seconded and the motion was passed.

Planning Commission- 3 Terms expiring June 30, 2014- Advertise for Letters of Interest: Clerk/Treasurer Harvey reported that the practice for filling Planning Commission terms has been to advertise for letters of interest, with those seated welcome to put in a letter of if they would like to continue to serve. Martin moved to approve the advertisement for three Planning Commission terms, Hamilton seconded and the motion was passed. The terms are from July 01, 2014 through June 30, 2017.

Service Contracts \$500.00 each- Woodchoppers Jamboree & Rodeo / Cow Pie Open: Hamilton moved to approved the organizational Service Contracts for the Encampment Riverside Lions Club Woodchoppers Jamboree and Rodeo and for the Cow Pie Open as written, Reichert seconded and the motion was passed.

Fire Department Purchases- Safety Items/ Tools \$855.00 plus freight: Clerk/Treasurer and Fire Department Secretary Harvey reported that the Fire Department had prepared a list of needed safety items and tools totaling \$855.00 plus freight. Martin moved to approve the purchase of the items, Loftice seconded and the motion was passed.

Fire Department Purchase- Winch & Bumper for Rescue Unit: Clerk/Treasurer and Fire Department Secretary Harvey reported that the Fire Department was in need of a winch and a bumper for the rescue unit to ensure that a vehicle could be moved or stabilized in the event of a roll over. An itemized quote was presented for a fabricated bumper, winch plate and a 12,000 pound winch totaling \$2,200.00. Martin moved to approve the expense, Hamilton seconded and the motion was passed.

T-Ball League use if McClure Field- Organization/Registration: Clerk/Treasurer Harvey reported that Cara Sipe was forming a T-Ball League in Encampment. She asked if registrations for the team could be made payable to the Town of Encampment with the Town purchasing team tee shirts with the proceeds. Any remaining proceeds will be donated to the recreation department for use of the ball field. Clerk/Treasurer Harvey stated that she thought the league was important and that she would make time to handle the registrations. Martin moved to allow the clerk to accept the registrations and purchase the tee shirts from the proceeds, Reichert seconded and the motion was passed.

507 McCaffrey Avenue- Clean Up / Blowing Debris: The council expressed their condolences to Ms. Sander for the loss of her home. Linda Sander and Joella Vacher reported on the activity with clean up of the property at 507 McCaffrey Avenue. Mayor Salisbury acknowledged that the Town could see that they have made progress on the cleanup of the site and stated that the Towns concern is for the safety of the residents when it came to the blowing debris. He stated that he also understood that with the high winds some of it was unavoidable and that he was glad to see they were making progress.

The council was asked to draft a letter releasing the Leonard Sander Estate from liability for the clean up in order to expedite the release of funds since Ms. Sanders was being made to spend her own money for cleanup prior to the insurance paying the claim. Discussion ensued about the issues surrounding the ownership of the property and the insurance company. The council stated that under the advice of the Town attorney they would not draft a letter absolving anyone from

liability. The council offered some suggestions and the names of several potential contractors that might be able to help with the clean up.

Executive Session for the Discussion of Personnel / Possible Litigation: At 8:15 p.m. Loftice moved to enter into Executive Session for the purpose of discussing personnel and possible litigation, Hamilton seconded and the motion was passed. At 8:55 p.m. Reichert moved to return to regular session and to seal the minutes and place them in the safe, Hamilton seconded and the motion was passed.

Temporary/Seasonal Employees: Martin moved to re-hire Darion Vacher at a rate of \$10.50 per hour and to hire Brittany Duncan at a rate of \$10.00 per hour, Hamilton seconded and the motion was passed.

Councilperson Martin instructed the clerk to post a Special Meeting to be held May 20th at 7:00 p.m. prior to the budget workshop for the purpose of awarding the temporary maintenance position. When asked, Martin stated that the delay was to allow discussion with the applicants.

CORRESPONDENCE:

WAM Resolutions

WAM-JPIC Election Results

Frenchman Valley Coop Safety Notice

Governors Proclamation-May 4-10 Municipal Clerks Week

CCEMA-John Zeiger- Upcoming Courses

Nicholas & Tangeman, LLC Public Records Request

Wyoming Community Foundation-Grand Encampment Opera House Endowment Fund

Special Meeting for the purpose of awarding the temporary maintenance position May 20th 7:00p.m. with the budget workshop to follow.

Next Planning Commission Meeting will be held June 4, 2014 at 7:00 p.m.

Next Regular Council Meeting June 12, 2014 at 7:00 p.m.

With no further business, Loftice moved to adjourn at 858 p.m., Reichert seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 12, 2014

Attest: Doreen Harvey, CMC
Clerk/Treasurer, Doreen Harvey, CMC

Greg Salisbury, Mayor