

Town of Encampment
Regular Meeting
August 14, 2014
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday August 14, 2014 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Kim Loftice, Mary Martin and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer and Ben Tieszen, Maintenance/Operator. Also present were Ros Herring and Vicki Loftice of the Planning Commission. Others present were Marie Williams, Ken Schwerdt of PMPC and Erik Gantt of the Saratoga Sun.

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

AGENDA

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

MINUTES

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

FINANCIAL STATEMENT/MONTHLY BILLS

Loftice moved to approve the July 2014 Financial Statement, ratify payment of late bills in the amount of \$17,008.72 and approve the payment of the regular monthly bills in the amount of \$49,407.01, including the July 2014 payroll and contracted liabilities in the amount of \$25,332.98, Reichert seconded and the motion was passed.

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

PMPC- Ken Schwerdt-Consensus Funding Project/Master Services Agreement: Mr. Schwerdt reported that he had met with the Public Works Department and based on those discussions presented the council with a prioritized list of possible projects for the new round of Consensus Funding. The projects were estimated with the Town providing a 25% match as in the past. Schwerdt reported that some of them have been on the list for a while and are already designed, but others are higher priority. Discussion ensued about the details and priority of the projects. Determination was made that hydrant and valve replacement are high priorities in order to make sure that DEQ rules are met and to ensure that there is better control of the water entering into the transmission lines in the event of an emergency. Mayor Salisbury stated that perhaps the hydrant replacement could be scaled back if need be so that the valve replacement could be accomplished.

A project and summary will need to be presented to the Carbon County Council of Governments at the September 17th meeting. Martin moved to submit the request for consensus funds totaling \$191,000.00 with the Town providing up to 25% match, Loftice seconded and the motion was passed.

In other matters, Mr. Schwerdt reported that the Master Services Agreement between the Town of Encampment and PMPC would be expiring soon. The existing agreement contains the provision that both parties can agree to renew the agreement via letter if they choose. A letter of renewal was presented by Mr. Schwerdt. Martin moved to renew the Master Services Agreement with PMPC, Reichert seconded and the motion was passed.

5th Penny Tax: Clerk/Treasurer Harvey reported that the next meeting of the committee would be August 20th at which the newspaper advertising would be reviewed.

Vyve Broadband Franchise Agreement- Termination Request/2nd Reading: Mayor Salisbury stated that it appears that all of the dishes and cable had been removed. Loftice moved to pass the second reading of ordinance #1313 terminating the Vyve Broadband Franchise Agreement, Reichert seconded and the motion was passed. A public hearing will be held with the 3rd reading of the ordinance at the September 11, 2014 regular meeting.

COMMITTEE REPORTS

Police Department- Grayling Wachsmuth, Chief: A written report was submitted.

Planning Commission, Vicki Loftice and Ros Herring: Mrs. Herring reported that there were two permits issue for fences; one for a garage and a third revision to a building permit held by Willis and Lean Greenwood. The Greenwoods were informed that it would be the final amendment allowed for the permit. Mrs. Herring also reported that the Planning Commission answered questions for Stu and Brenda Herring regarding the possibility of converting a portion of their trailer park by Grandview Park to RV sites. The Herrings may submit an application for Conditional Use to the Planning Commission.

Department of Public Works: A written report was submitted. Maintenance/Operator Tieszen offered to answer any questions the council might have on the report, noting that there were items later in the agenda for discussion.

Recreation/Cemetery/Parks-Mary Martin: Councilperson Martin stated that she would like to thank Alyson Sneddon for Volunteering to become the new Chair for Winter Carnival and to thank the Town Council for all of their help with the Town BBQ and dance. Martin also reported that Free Family Movie Night attendance ranged from 13-22 for the summers events.

Clerk/Treasurer Harvey noted that the dates for Winter Carnival will be January 23-25, 2015.

Carbon County Council of Governments: Clerk/Treasurer Harvey reported that in addition to the Consensus Funding, CCCOG would be discussing their new meeting schedule soon. Encampment has chosen May in the past. The Council agreed that if Encampment were to host a meeting a summer month would be the best for those that travel from other areas of the county.

ADDITIONS TO THE AGENDA

SCWEMS- Child Restraint Grant: Loftice moved to submit a letter to South Central Wyoming Emergency Medical Services in support of their participation in a grant to purchase child restraints for all ambulances, Martin seconded and the motion was passed.

Union Telephone Bills: Clerk/Treasurer Harvey reported that the Union Telephone bills had not all been received by meeting time and asked for permission to pay the bills when the billing issues are corrected. The issue has been ongoing for three months. Martin moved to allow the clerk to pay the Union Telephone bills when they arrive, Reichert seconded and the motion was passed.

Purchase of 2015 Calendars: Clerk/Treasurer Harvey reported that she needed to purchase 2015 calendars as reservations for the Opera House were coming in, noting that the bill would be due before the next regular council meeting. Loftice moved to allow the purchase and payment for the 2015 Calendars, Martin seconded and the motion was passed.

NEW BUSINESS

Catering Permit #2014-05/ Chez Booze, Inc. - Polka Nuts Dance-September 6th: Clerk/Treasurer Harvey reported that she has received an application for a Catering Permit for the Polka Nuts Dance September 6th. Dance lessons will begin at 5:30 p.m. and the dance will begin at 6:00 p.m. Martin moved to issue Catering Permit #2014-05 to Chez Booze, Inc. for the event, Loftice seconded and the motion was passed.

Grand Encampment Business Park Improvements- Bathroom for Doggett Greenhouse: Maintenance/Operator Tieszen reported that they had discussed the possibility of a skid mounted bathroom unit with an emergency shower for installation on the exterior of the retail shed with the owners of Doggett Greenhouse. The exterior installation will preserve retail space and save the cost of boring through the cement floor. The project can be built over the winter and installed next spring at a cost of up to \$1,500.00. The council agreed that it would be good to continue to show additional improvements at the Business Park in reports that are given to the Wyoming Business Council. Martin moved to allow up to \$1,500.00 toward the installation of a bathroom at the Grand Encampment Business Park for Doggett Greenhouse with the town employees doing the work, Loftice seconded and the motion was passed.

Purchase of Brush Hog: An estimate of \$4,500.00 was presented for the purchase of a Brush Hog to help mow down weeds and brush. Mayor Salisbury stated that he looked at all of the areas of town that this would benefit and how it would reduce fire hazards. Martin moved to allow up to \$4,500.00 toward the purchase of the Brush Hog, Reichert seconded and the motion was passed. It was determined that the equipment would not be operated by summer personnel because it would not be used as regular lawn equipment.

Retail Space- Window Repair/Replacement Due to Leaks: One quote was received in the amount of \$3,600.00 to replace the windows with eight windows that open. Council agreed that the repair needed to take place, but more information was needed. It was not clear if the eight windows proposed would be right for retail space windows.

CCSD#2 Rec Board Grant Agreement/ Purchase of Fencing for Archery Range: Clerk/Treasurer Harvey reported that the Town has been awarded \$9,000.00 from the CCSD#2 Rec Board. \$1,000.00 of the amount is for materials for fencing at the archery range. Martin moved to approve the CCSD #2 Rec Board grant contract and purchase the fencing materials in the amount of \$1,000.00, Loftice seconded and the motion was passed.

Grand Encampment Opera House- Repair of Propane Leak/ Donation of Tablecloths/Suggestion of Changing Tables: Maintenance/Operator Tieszen reported that a quote had been received from Youngberg Plumbing and Heating to repair the leak, patch the holes in the roof and route the pipe so as not to be subject to damage by snow on the roof. Reichert moved to approve the cost of the repair to the gas line, Martin seconded and the motion was passed.

In other matters Clerk/Treasurer Harvey reported that a donation of some cloth tablecloths had been received and that past practices were to approve donations made to the opera house in order to stop it from becoming cluttered with items that just show up. Harvey expressed the concern that the cloths could create a laundry issue if the users did not take responsibility to clean them. Harvey also reported that there has been a suggestion that changing tables are needed at the facility. Consensus was reached to accept the tablecloths with those that use them being responsible to clean them. The need for changing tables will be discussed later in the budget year.

Wyoming Arts Council Grant Contract \$1,220.00 / Music in the Park Event: Clerk/Treasurer Harvey reported that the contract was received after the event due to some administrative issues with the Wyoming Arts Council. Reichert moved to sign the contract with the Wyoming Arts Council, Martin seconded and the motion was passed.

Planning Commission- Declare Vacancy / Appointment for Term Expiring June 30, 2016: Planning Commission member Vicki Loftice reported that the Planning Commission discussed filling the vacant seat that expires June 30, 2016 and that Anita Morris submitted a letter of interest in filling the remainder of the term. Ms. Morris will be retiring in September and is excited at the possibility of being able to serve on the Planning Commission. The Council agreed that her expertise would be a definite asset to the Town. Reichert moved to approve the appointment of Anita Morris to the Planning Commission, Loftice seconded and the motion was passed.

Fire Department Donation- Designated to the Equipment Fund- \$750.00: Clerk/Treasurer and Fire Department Secretary Harvey reported that two donations had been received and allocated for the Fire Department Equipment Fund. She asked for permission to transfer the \$750.00 into the Fire Department Equipment Fund. Martin moved to allow the transfer of \$750.00 into the Fire Department Equipment Fund, Reichert seconded and the motion was passed. When asked Clerk/Treasurer Harvey reported that there would not be a BBQ this year but that the department is discussing a donation letter campaign for later this fall.

Letter of Resignation- Susan Munson, Deputy Clerk: Deputy Clerk Munson submitted a letter of resignation. The Council stated that Susan Munson has been a great asset to the Town of Encampment in the 11 years that she has been here. She will be missed. Loftice moved to accept the resignation of Susan Munson, Martin regretfully seconded and the motion was passed.

CORRESPONDENCE

WAM-Energy Lease Program

DEQ- WYPDES Permit Renewal

Battle Pass Scenic Byway Alliance-501C(3) Designation and Request-via email

Platte Valley Community Center 7th Anniversary

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**WY Community Foundation- GEOH Endowment Fund
Carbon County Counseling Center Annual Report
Vyve Broadband Franchise Fee as of June 30, 2014
Voices of the Valley- Industrial Siting
Carbon County Economic Development Corporation- Summer Newsletter via email
Ellie Behrmann- SCWEMS
WAM-Anthony Bouchard HD-10**

**Next Regular Council Meeting September 11, 2014 at 7:00 p.m.
Next Planning Commission Meeting September 3, 2014 at 7:00 p.m.**

With no further business, Loftice moved to adjourn at 7:40 p.m., Reichert seconded and the motion was passed.


Doreen Harvey, CMC
Clerk/Treasurer

Approved: September 11, 2014

Attest:



Clerk/Treasurer, Doreen Harvey, CMC



Greg Salisbury, Mayor