

Town of Encampment  
Regular Meeting  
February 12, 2015  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday February 12, 2015 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Cindy Hamilton, Kimberly Loftice, Steve Reichert and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer and Katrina Bergeson, Ben Tieszen and Brandon Jones, Maintenance/Operators. Others present were Vicki Loftice of the Planning Commission and Ken Drain of South Central Wyoming EMS. Others present were Ross and Mary Dugger, Maggie Kelley, Ken Schwerdt of PMPC and H.B. Lawson of the Saratoga Sun. Riverside Mayor Leroy Stephenson and LeAnn Stephenson arrived later in the session.

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

#### **AGENDA**

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

#### **MINUTES**

Hamilton moved to approve the minutes of the January 08, 2015 regular meeting as presented, Loftice seconded and the motion was passed.

#### **FINANCIAL STATEMENT/MONTHLY BILLS**

Hamilton moved to ratify payment of January late monthly bills to Xerox in the amount of \$119.01; Riverside Garage and Cabins in the amount of \$264.47 and PMPC in the amount of \$131.00 for a total of \$514.48, Reichert seconded and the motion was passed.

Loftice moved to approve the January 2015 Financial Statement and payment of the monthly bills in the amount of \$46,788.12 including payroll and contracted liabilities in the amount of \$19,911.92, Stull seconded and the motion was passed.

#### **PUBLIC GUESTS**

Ross and Mary Dugger- Building Permit Application: Mayor Salisbury asked Planning Commission member Vicki Loftice to go ahead and make her report for the Planning Commission. Ms. Loftice stated that they had they had two applications at the last Planning Commission meeting, one was postponed and one was approved. She stated that she would answer questions if the council had any. Mayor Salisbury stated that his understanding was that the only question on the application that was not approved was if the setbacks were met. Loftice stated that the Dugger's did submit a new application. She did go to the property, as did a couple of other Planning Commission members. The Planning Commission met informally discussed the new drawing submitted. The setbacks will have been met if the structures are placed as they are staked out. Mayor Salisbury gave the Dugger's the floor. Mrs. Dugger stated that they have done what was asked of them and that it was not their intention to usurp the authority of the Planning Commission, but that timing was an issue for them. The survey helped to define where their property boundary was, which has turned out to be a good thing. Stull move to approve the Building Permit application, Hamilton seconded and the motion was passed. Hamilton thanked them for taking the extra step and getting the survey as it seemed to be beneficial for both parties. The Council thanked the Dugger's for attending the meeting.

Ken Drain-South Central Wyoming EMS Joint Powers Board: Mr. Drain gave the council a report of the highlights, lowlights and recent activities of the SCWEMS Joint Powers Board. He reported on approved grant funding and grant opportunities that were affected by the slow return of the requested resolutions of support from communities. Drain stated that the Board was looking into a blanket resolution for consideration rather than losing out on 'free money'. Drain continued reporting that Heidi Sifford will be taking an intermediate class and is acting Director of SCWEMS, there will be an upcoming EMR Class in Saratoga and he gave the council a rundown of call numbers.

Discussion ensued about the potential of a blanket resolution. Hamilton stated that there seemed to be a real breakdown in communication. The council indicated that they were not interested in a blanket resolution as a solution. There is no such thing as 'free money'. The limited turnaround time for the resolutions was discussed. Suggestion was made for the Board to include a short narrative with the details about their requests when asking that a resolution be passed, so that the determination could be made whether it is something that is best for the communities. Hamilton stated that if we understand the need, we all need the services and we are very supportive.

The council extended their appreciation to Mr. Drain for what he does, stating that they would like to keep an open avenue of discussion.

### **UNFINISHED BUSINESS**

2015 Hydrant & Valve Replacement Project-Ken Schwerdt, PMPC: Mr. Schwerdt reported that he has met with Mayor Salisbury and the Town crew regarding the project leaving off with the mayor looking into some options. The Town will try to pursue the project on their own, as much as possible. The components of the project were discussed. Hydrant replacement and main line valves and the transmission line were discussed. The main line valve replacement may require contractor excavation and support. The options for water service to the community while the main transmission line connection is replaced will need to be addressed. Discussion ensued about possible approaches to the project itself and the impacts that it could have on fire flows.

Mayor Salisbury stated that it was early in the project and in the preliminary discussion. There is a lot of information needed before proceeding. There needs to be a contractor engaged for spotting of the valves in the project. Then an estimated cost of excavation and materials would need to be obtained before decisions about how to proceed with the project could be made. Mayor Salisbury stated that he will seek an estimate on the spotting of the valves. An estimate for the cost of materials for the fire hydrants that the town crew can replace without any issues will also be sought.

In other matters, Clerk/Treasurer Harvey reported that the projects on the State Land and Investments Intended Use Plan are expiring, stating that the council might consider keeping the projects for water or sewer on the list if they anticipate leveraging of state funding for match for future projects. Discussion ensued about sewer projects and replacement of the permastrand line. Schwerdt stated that PMPC has a model of the Town's systems and that they can generate an estimate of the cost of replacement for the line if needed. The Intended Use Plan is used to give the state an idea of what projects are being considered for funding. Consensus was reached that the existing funding and descriptions fit projects still under consideration by the Town and will be renewed as is.

Title 9.08 Alcoholic Beverages Amendment- Public Hearing- 3<sup>rd</sup> and Final Reading: At 7:37 p.m. Mayor Salisbury opened up a Public Hearing for the purpose of taking comment on the revision of Title 9.08 Alcoholic Beverages. Hearing no comment the hearing was closed. Clerk/Treasurer Harvey stated that the only change in the 3<sup>rd</sup> reading was at the attorney's advice that the term 'alcoholic liquors' was replaced with the term 'alcoholic beverages' within the document. Stull moved to approve the 3<sup>rd</sup> and final reading of Title 9.08, Loftice seconded and the motion was passed.

CCSD#2 Rec Board Grant- Projects/ Amounts and Priority: Clerk/Treasurer Harvey presented a summary of projects in the amount of \$11,134.55 to the council for review. The Public Works Department was commended for the amount of work they put in preparing the estimate for the portable stage. Hamilton moved to approve the projects as presented, Loftice seconded and the motion was passed. *(Clerks note- discussion returned to the portable stage under the Public Works Department Committee Report. This motion was later amended.)*

### **COMMITTEE REPORTS**

Public Works Department: Mayor Salisbury reported that there had been some vandalism at the restrooms at the park. Padlocks were installed for use when shut down for the season. Discussion ensued about the use of cameras in areas around town. Stull asked if they would be infra-red with no flash at night time. Maintenance/Operator Jones explained that they might be like a game camera with night vision where motion activated it when something passed in front of it. Stull made a motion that two night cameras be purchased to be placed randomly around town as needed, Loftice seconded and the motion was passed.

Stull asked the Public Works Department about what type of UV sensor cord they were looking into. Discussion ensued about the details of the cord and where the damage is. Stull offered to look at the cord prior to replacing it. Maintenance/Operator Bergeson stated they will still need permission to replace the cord if it cannot be repaired because they cannot discharge without it. Hamilton moved to allow Stull to look at the cable and if he is not able to repair it, to approve the replacement of the cord, Loftice seconded and the motion was passed.

Mayor Salisbury returned the discussion back to the portable stage listed in the CCSD#2 Rec Board Grant application asking if the Public Works Department needed the approval to spend money to build the portable stage. Clerk/Treasurer Harvey noted that if the grant was awarded the money could not be spent until after July 1<sup>st</sup>. Maintenance/Operator Bergeson stated that it would be nice if they could have the funds to get it built for use this summer. Mayor Salisbury stated that what they are planning to build would get utilized a lot. Discussion ensued about how the project could be funded from the existing budget and with the Rec Board grant request being redistributed. Hamilton moved to make a motion to amend her earlier motion for the Rec Board grant application and to restructure and redistribute that portion of the request to the other line items, Loftice seconded and the motion was passed. Reichert moved to approve the funds needed to build the stage now, Stull seconded and the motion was passed.

Clerk/Treasurer-Doreen Harvey: Clerk/Treasurer Harvey stated that she had nothing unless the council wanted to discuss moving the EDC Loan account to the Bank of Commerce. When asked about the issue Mayor Salisbury stated that the matter had been handled.

Winter Carnival Committee: Clerk/Treasurer Harvey reported the Winter Carnival was a success. They are still waiting on some of the bills to come in before the overall numbers are known.

Carbon County Council of Governments- Cindy Hamilton: Copies of information from the last CCCOG meeting were distributed to the council. The Flood Risk Map was discussed. Hamilton stated that her biggest concern was that if a municipality chooses not to participate in the Flood Risk Map study process, then no one in that municipality will be eligible to get flood insurance. She validated the statement with an insurance agent. Hamilton also stated that the Flood Risk Map project is a 5-7 year project, so decisions do not need to be made at this point, that the town needed to keep their finger on the pulse of the project and pay attention to what is going on.

### **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

### **NEW BUSINESS**

Ratify Travel Expense- Chief Wachsmuth- Legislative Update/Training: Loftice moved to ratify the decision for Chief Wachsmuth to attend the training in Cheyenne and cover the expenses, Hamilton seconded and the motion was passed.

Mosquito Fogger Repair- \$1,950.00 / Dept. of Ag- EIMP Grant Deadline March 6<sup>th</sup>: Reichert moved to approve \$1,950.00 to fix the old fogger, Loftice seconded and the motion was passed. Clerk/Treasurer Harvey reported that the grant deadline is March 6<sup>th</sup> and that the grant requires a 50% match. Public Works submitted two options for mosquito abatement for consideration. An alternative plan was submitted in case the aerial spraying pilot does not perform spraying in the right conditions. The second option allows for the Public Works Department to do more ground fogging and to do it in the evening when they can achieve a better kill rate. Clerk/Treasurer Harvey reported that the numbers for the grant were not finalized and that submitting an alternate plan may not be an option. She suggested that the grant application be turned in for the higher amount. Hamilton moved to approve the submission of a grant application for the Department of Agriculture EIMP funding, Reichert seconded and the motion was passed.

Water Department- Free Chlorine Probe- \$1,100.00: Maintenance/Operator Bergeson reported that with the new Discharge Permit there is new monitoring requirement for chlorine residual. The existing probe needs to be replaced to see if the requirements can be met. If that does not work new programming may be required. Stull moved to approve the purchase of the probe, Reichert seconded and the motion was passed.

UV-Sensor Cable-Sewer Lagoon: This matter was handled under the Public Works Department report.

2015 Spring Conference- April 21-24<sup>th</sup> in Casper: Maintenance/Operator Bergeson stated that they did not know who, if anyone would be attending. Discussion ensued about the ongoing effort to obtain training hours. Some options were being looked into for in town training through the Local Government Liability Pool. Maintenance/Operator Tieszen stated that the Office of Homeland Security may also be able to do a no obligation sight visit of the facilities that may also be used toward training hours. It was established that someone will need to go to training

if the hours cannot be gotten locally. Discussion on attendance to Spring Conference will be postponed to the next council meeting.

Ordinance 3.02.2015-FY15/16 Budget Amendment- 1<sup>st</sup> Reading: Clerk/Treasurer Harvey reported that with the consensus project that it would be necessary to revise the budget to add the \$122,500.00 to the budget. The Equipment line and the General Maintenance line will also need to be reviewed to make sure that things are lined up the way they need to be for remaining expenses. Hamilton moved to pass the 1<sup>st</sup> reading of revision, Loftice seconded and the motion was passed.

Resolution 2015-03- Establishment of fees for Public Records Research and Copies: Mayor Salisbury reported that after an attorney had asked for some research of public records an issue came up. Clerk/Treasurer Harvey informed the council that the Town of Encampment could not demonstrate their authority to charge for the research. At the advice of the attorney they need to properly establish their authority. Hamilton moved to pass Resolution #2015-03 regarding the Establishment of Fees for Public Records Research and Copies, Reichert seconded and the motion was passed.

Carbon County Fair Book Advertisement: Clerk/Treasurer Harvey stated that they have received the request for the annual advertisement, the copy of which was hard to read. The council was asked if they wanted to make any changes to it. It was generally placed at a cost of \$50.00. Seeing no need to make changes Loftice moved to approve the advertisement, Reichert seconded and the motion was passed.

Grand Encampment Business Park- Renewal of License for Scale: Clerk/Treasurer Harvey reported that it was an annual renewal at the cost of \$25.00. Hamilton moved to approval the renewal of the license for the scale, Reichert seconded and the motion was passed.

Mayor Salisbury informed the council that there is currently no power down there and he has had a few public requests for use of the scale. Discussion ensued about whether the town wanted to consider turning the power on just for the occasional chance someone might want to use it. There is one large capacity meter at the site. The possible separation of the services was also mentioned. Consensus was reached that for limited use, it would not be feasible to add the monthly bill, despite the convenience. The Town of Encampment will have a year to decide what they want to do about the service.

Addition to WAM-JPIC/BCBS Insurance- Add Employee's Spouse: Clerk/Treasurer Harvey asked for permission to add her husband to her health insurance. Hamilton moved to allow the addition, Reichert seconded and the motion was passed.

Executive Session- Possible Litigation / Contract Negotiation: At 8:10 p.m. Loftice moved to enter into executive session for the purpose of discussing possible litigation and negotiation, Hamilton seconded and the motion was passed. Those in attendance were Mayor Salisbury, Councilpersons Cindy Hamilton, Kimberly Loftice, Steve Reichert and Gary Stull and Clerk/Treasurer Doreen Harvey. Harvey exited the executive session at 8:48 p.m. At 8:51 p.m. Stull moved to return to resume regular session and to seal the minutes and place them in the safe, Reichert seconded and the motion was passed.

Hamilton moved to accept the terms of the offer from Linda Sander for the purchase of 507 McCaffrey Avenue for the amount of \$20,000.00, Stull seconded and the motion was passed.

Stull moved to begin the public notification process to enter into an agreement with Thompson Logging to trade the small scragg mill for the hammer mill and the chipper plus \$20,000.00 in cash, Reichert seconded and the motion was passed.

**CORRESPONDENCE**

**CCCOG; SCWEMS; CCVC; UPRSWDD- Minutes via Email**

**WY Department of Revenue- Intent to Adopt Rules**

**Office of the Governor- Leading the Change-Wyoming Water Strategy**

**Carbon Power & Light- 310 E. First Street (Pump House)- Rate Structure Change**

**Local Government Liability Pool- Available Training Modules**

**USDA Forest Service-Brush Creek-Programmatic Agreement-State Historic Preservation Office**

**Lael Knotwell-Commending Public Works clean up of area by Town Shop**


**Next Regular Council Meeting March 12th, 2015 at 7:00 p.m.**

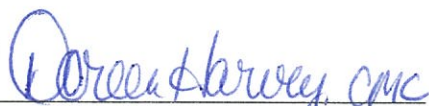
**Next Planning Commission Meeting March 4th, 2015 at 7:00 p.m. if there is business to transact.**

With no further business, Hamilton moved to adjourn at 8:58 p.m., Lofice seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: March 12, 2015

  
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Greg Salisbury, Mayor

Attest:   
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Clerk/Treasurer, Doreen Harvey, CMC