

Town of Encampment
Regular Meeting
April 9th, 2015
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 9th, 2015 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Kimberly Loftice, Steve Reichert and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer and Katrina Bergeson, Maintenance/Operator. Also present was Cory Nuhn, Fire Chief and Vicki Loftice of the Planning Commission. Public Guests were Ken Drain of South Central Wyoming EMS, and Leroy Stephenson of the Upper Platte River Solid Waste Disposal District. Others present were Sierra Loftice, Isaac Dugger, Ken Schwerdt of Engineering Associates (formerly PMPC), Matthew Kerbs of KTGA/Bigfoot 99 Radio and H.B. Lawson 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

Stull moved to approve the minutes of the March 12, 2015 regular meeting as distributed, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that at 75% of the fiscal year the revenues were at approximately 83% of projections and the expenses were at about 67%. Loftice moved to approve the March 2015 Financial Statement and pay the monthly bills in the amount of \$49,173.65 including the March 2015 payroll and contracted liabilities in the amount of \$20,319.67, Stull seconded and the motion was passed.

Reichert moved to ratify the payment of March late monthly bills in the amount of \$50.00 to CNA Surety and \$12.00 to the Carbon County Clerk, Stull seconded and the motion was passed.

PUBLIC GUESTS

Ken Drain-South Central Wyoming EMS: Mr. Drain was present to update the council on recent activities of the SCWEMS Board and to present their proposed budget for the FY2015/2016 budget year. There is no change in the \$13,500.00 annual rate for the Town of Encampment, but less will be put away into the reserves. He stated that the budget was a 'bare bones' budget and that the council should expect that next year's rate will be more. Discussion ensued about the cost of overhead, supplies and salaries. Councilperson Stull suggested that the Board consider discussing the supply replenishment, medicine expiration and supply rotation issues caused by state mandates with the hospital as a possible way to help ease the burden of keeping the ambulance stocked.

Drain also stated that trip charges were comparable with other areas and that there was only an overall 62% rate of collection on invoices. Items not paid are turned over for collection. Mr. Drain also updated the council on Board personnel changes, E-Scheduling, EMR classes, Health

Fair, grants awarded and lost and other current challenges within the membership. The council thanked Mr. Drain for the update stating that it sounded like the Board making progress.

UNFINISHED BUSINESS

2015 Hydrant and Valve Replacement Project: Clerk/Treasurer reported that the Town had sent a letter to the Sierra Madre Water & Sewer Joint Powers Board informing them about the project and expressing the possibility that a need to activate the Emergency Water Connection could exist. The Board responded favorably. Mayor Salisbury state that the project is currently on hold with no further discussion at this time.

Ordinance 3.02.2015 FY2015 Budget Amendment- Public Hearing / 3rd & Final Reading: At 7:20 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment on the FY2015 Budget Amendment. Hearing no comment the Public Hearing was closed. Reichert moved to approve the 3rd & Final Reading of the FY2015 Budget Revision in the amount of \$1,445,332.26, Stull seconded and the motion was passed.

Sewer Lagoon- Ultrasonic System- Project Update: Maintenance/Operator Bergeson reported that samples taken revealed a type of algae that the Ultrasonic System has not been used to treat before. The company has suggested that the Town rent the unit at a cost of \$1,200.00 plus freight and additional engineering costs. The rental cost will be applied toward the purchase if it works. The unit will be operated with extension cords until the determination is made about its effectiveness. Clerk/Treasurer Harvey noted that the project had been approved at a total cost of \$6,600.00 at the last council meeting. Stull moved to approve the rental of the Ultrasonic System as suggested and the additional engineering costs, Loftice seconded and the motion was passed.

COMMITTEE REPORTS

Fire Department- Cory Nuhn, Chief: Chief Nuhn reported that there have been three Wildland fire calls already, two involving Saratoga and one at Oddfellows. He stated that it was shaping up to be a busy season and that the County may be looking at a fire ban soon.

Public Works- Katrina Bergeson, Maintenance/Operator: A written report was submitted.

WAM Regional Meeting Update: Mayor Salisbury reported that he had attended the Wyoming Association of Municipalities regional meeting in Wamsutter. Basically the group will report the needs and concerns of municipalities in the area to the regional director, who will take them to the legislature. The group will play a role similar to that of the Carbon County Council of Governments, which is unique to our area. The regional representatives elected are from Green River, Rock Springs and Hanna.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey reported that the Public Works Department had completed the stage project at a cost of about \$2,400.00 which was about \$500.00 less than projected. The council commended the Public Works Department on another job well done.

UPRSWDD- Leroy Stephenson: Mr. Stephenson stated that he had sent an email to the Town updating them on the decision by the Board to postpone the SLIB Board grant application for transfer station in Saratoga for another year. Core samples taken on the proposed building site revealed that there was trash there. A new site needs to be located. This will increase the cost

estimates for the three phase power and add additional sampling and engineering costs. By putting the project off for a year the Board is hoping the legislature will change the funding breakdown from its expected 75% grant / 25% loan structure. Mr. Stephenson stated that UPRSWDD was one of the best in the state at having reserves set aside for the project, but that if the funding structure is changed at the state level everyone will benefit. The council thanked Mr. Stephenson for the update.

ADDITIONS TO THE AGENDA

Ordinance 3.02.2016- FY16 Budget- 1st Reading: Clerk/Treasurer Harvey presented the 1st reading of the FY2016 Budget with Revenues and Expenses totaling \$1,336,142.19. All of the information had been included in the council packets, but it was not placed on the agenda. Loftice moved to approve the 1st Reading of the FY16 Budget, Stull seconded and the motion was passed. A Budget Workshop will be set for sometime mid May.

NEW BUSINESS

CCCOG-Reallocation of \$9,817.86 unused Consensus Funding- Joint Resolution:

Clerk/treasurer Harvey reported that the CCCOG membership had voted to reallocate the funding and that the approval of a Joint Resolution was needed to complete the process. Reichert moved to approve signing the resolution reallocating the funds to Carbon County, Loftice seconded and the motion was passed.

Carbon County Draft Multi-Hazard Mitigation Plan- Input/Possible Projects: Mayor Salisbury reported that he had looked at the plan and that there were some suggestions to be made. Items of concern would be fire in our watershed and drainage. Mayor Salisbury will advise the clerk on comments to be made on the report.

Go out to Bid for FY2016 Propane Service: Loftice moved to solicit bids for FY2016 Propane Service, Reichert seconded and the motion was passed.

Organizational Service Contracts- Lions Club \$500.00 / FCCLA-Pro Start \$250.00:

Clerk/Treasurer Harvey reported that there were two Service Contracts in the current year budget not yet issued. Reichert moved to approve \$500.00 for the Encampment Riverside Lions Club and \$250.00 for the Encampment FCCLA-Pro Start organizations, Stull seconded and the motion was passed.

Fire Department-Bid Process for Sale of Old Ambulance / 50% of Purchase of Ranger Crew plus Tank and Pump Setup: Fire Chief Nuhn stated that The Fire Department and Search and Rescue would like to sell the old ambulance donated to Search and Rescue by Marty Huntley and designate the proceeds toward the purchase of a Ranger 900 Crew, the cost of which would be split 50/50 with Search and Rescue. The cost of a tank and pump setup, winch and saw would be covered by the Fire Department from their Equipment Fund. 50% of the Ranger would be approximately \$8,000.00 and the remaining equipment would cost approximately \$4,000.00 to set up. It was noted that similar insert pump and tank units being sold specifically for "Fire" ranged from \$9,000.00 to \$12,000.00, but that the department could obtain the tank, pump, winch and saw for approximately \$4,000.00 and build it themselves. The insert would be removable to allow for use by Search and Rescue when needed. Discussion ensued about the need to be able to transport personnel and water quickly over rough terrain in the event of a fire

and about the specifications of the unit. Clerk/Treasurer Harvey noted that the Fire Department has over \$9,000.00 available in their current budget which could be allocated toward the purchase. Mayor Salisbury stated that with one incident, the unit would pay for itself. Stull moved to approve the sale of the old ambulance and the purchase of the Ranger 900 Crew, slide in pump system as detailed, trailer and saw, Reichert seconded and the motion was passed.

Advertise for Seasonal Employees: Mayor Salisbury stated that the Public Works Department has asked about two full-time and one part-time employee for the season. Discussion ensued about use of a part-time person in addition to the full-time seasonal employees and the need to potentially groom someone to lead the crew next season. Stull moved to advertise for two full-time and one part-time seasonal employee, Loftice seconded and the motion was passed.

WASCOP Conference in Casper- \$185.00 Tuition & Lodging- Chief Wachsmuth: Clerk/Treasurer reported that this is annual training generally attending by the Police Chief. Reichert moved to approve the tuition and expense for the event, Loftice seconded and the motion was passed.

Evoqua Technologies-Quote for Site Visit if Necessary: Maintenance/Operator Bergeson reported that a site visit to the Water Plant may be necessary if programming issues are not able to be resolved via the phone. Loftice moved to authorize the expense of a site visit if necessary, Stull seconded and the motion was passed.

Year End Expenses- List for Review: A list of suggested items for purchase within the current fiscal year budget was presented to the council by the Public Works Department. It included tires for the skid steer, two motor grader tires, misc. safety items, blade cutting edges, a lawn mower, weed eater, additional chemical for the water plant. Sprinkler heads, irrigation supplies and Dewalt batteries. Not all items included freight estimates. It was noted that the Town was well within the budget this fiscal year and that in anticipation of lower revenues in the next fiscal year many of these items could be purchased while the prices are at current rates. Discussion ensued about the various items and the price comparisons made. It was agreed to increase the number of sprinkler heads to one dozen in anticipation of future repairs. Reichert moved to approve the list in the amount of \$9,677.26 plus the additional sprinkler heads and freight, Loftice seconded and the motion was passed.

Executive Session- Possible Litigation / Executive Session- Personnel: At 7:50 p.m. Reichert moved to enter into executive session for the purposes of possible litigation and personnel, Stull seconded and the motion was passed. Those in attendance to the session were Greg Salisbury, Mayor, Kimberly Loftice, Steve Reichert and Gary Stull, Council and Doreen Harvey, Clerk/Treasurer. At 8:16 p.m. Harvey exited the session. At 8:22 p.m. Stull moved to return to regular session and to seal the minutes and place them in the safe, Reichert seconded and the motion was passed.

Stull moved to hire Doug Tieszen as a part time Deputy Clerk at a rate of \$13.00 per hour, Reichert seconded and the motion was passed.

CORRESPONDENCE

CCCOG, UPRSWDD, SCWEMS- Minutes via email

USDA F.S. Brush Creek/Hayden West Side Snowy Range Travel Management Notice of Proposed Action

WY D.E.Q.-Permit Issuance and Discharge Monitoring

Carbon County Youth Crisis Center- Request for Support

Next Regular Council Meeting April 9th, 2015 at 7:00 p.m.

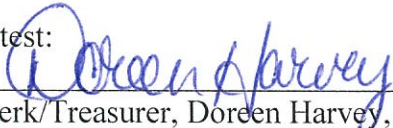
Next Planning Commission Meeting April 1st, 2015 at 7:00 p.m.

With no further business, Loftice moved to adjourn at 8:27 p.m., Stull seconded and the motion was passed.


Doreen Harvey, CMC
Clerk/Treasurer

Approved: May 14, 2015

Attest:



Clerk/Treasurer, Doreen Harvey, CMC



Greg Salisbury, Mayor