

Town of Encampment
Regular Meeting
March 10, 2016
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday March 10, 2016 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Cindy Hamilton, Gary Stull and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Chief of Police and Katrina Nuhn, Maintenance/Operator. Public Guests were Christy Smith, Director and Irene Archibald, Treasurer of the Grand Encampment Museum; Joe Morrison and Josh Saier of the Sierra Madre Muzzle Loaders; and Deryl Novak. Special Guests were Longs Peak Council Boy Scout Troop #153 "The Flaming Tigers" including Kalub German and Caleb Lee. Also present were Jennifer German, Gail Lee, Ros Herring, Ken Schwerdt from Engineering Associates and Fred Broschart from the Saratoga Sun. Arriving at 7:30 p.m. was Bob Herring.

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

AGENDA

Stull moved to approve the agenda, Reichert seconded and the motion was passed.

MINUTES

Stull moved to approve the minutes of the February 11, 2016 regular meeting as presented, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Hamilton moved to approve the February 2016 financial statement, ratify the payment of late monthly bills to North Park Propane in the amount of \$876.55 and Valley oil in the amount of \$1,232.65 and to approve the payment of the regular monthly bills in the amount of \$62,895.68 including the February 2016 payroll and liabilities in the amount of \$19,884.06, Reichert seconded and the motion was passed.

PUBLIC GUESTS

Grand Encampment Museum: Christy Smith, Director and Irene Archibald, Treasurer of the Grand Encampment Museum were present in support of a letter of request for permission to use of the area behind the museum for camping during the Grand Encampment Museums 50th Anniversary Celebration and the All Class/ All Town Reunion August 5th and 6th, 2016 and a request for the use of the portable sound system from the Opera House for the event. They have requested a donation to be made to the Town by those camping in the amount of \$10.00 to help offset the cost of the BBQ. Councilperson Hamilton asked about control of traffic in the area and A.T.V.s. Also discussed was the need for two porta-potties for the area to be provided by the Town in addition to those already provided for the BBQ and questions about additional patrol from the Sheriff's Office.

Stull moved to approve item #1 under new business on the agenda allowing camping in the area used for Rendezvous and use of the portable sound system, seconded and the motion was passed. Discussion ensued about the sound system. Hamilton asked to amend the previous motion to add the assurance that Rick Martin is taking care of the sound system. Mayor Salisbury stated that he would like to consider the requests separately. Stull made a motion to rescind his previous motion, Hamilton seconded and the motion was passed.

Stull moved to approve the use of the area behind the museum for camping for the event, Hamilton seconded and the motion was passed.

Discussion ensued about the portable Sound System from the Opera House. Mrs. Archibald clarified that it would be used for speeches by board members, tour guide employees and volunteers and for the rededication of the wall and announcing ongoing events. It became apparent that Rick Martin may not be the only person using the sound system. The decision was made to postpone the matter of the use of the sound system until the April 14th meeting and to get clarification from Rick Martin on his role in its use.

Sierra Madre Muzzleloaders: Joe Morrison and Josh Saier were present to ask the council for their continued support for the Sierra Madre Muzzleloaders Mountain Man Rendezvous event to be held July 22, 23 & 24th, 2016 noting that the Town generally provides \$500.00 and four porta-potties for the event. Stull moved to approve the continued support of the event, Reichert seconded and the motion was passed. Mr. Saier thanked the council stating that for three years in a row the event is the largest in the state.

Mayor Salisbury asked if the group had considered the expansion of the event discussed in prior years. Mr. Saier stated that with the involvement of the state there would be requirements that would make the event different, such as having to have multiple distant ranges open for 12 hours all at the same time. The issue becomes manpower and the event is going well as it is. The event as it stands is the biggest in the state. The event held in Bridger is put on by Utah and is not Wyoming sanctioned.

Deryl Novak: Mr. Novak was present to request permission from the council to place a mausoleum at the Encampment Cemetery. He stated that he has been working with Carbon County Mortuary and their affiliate Landmark Monuments from Loveland Colorado. He will be purchasing the plots from a previous owner. He noted that a suggestion had been made that he purchase three plots. The mortuary will be responsible for the final placement of the unit and Bob Herring will be completing the concrete work. The unit will have a plaque and inscriptions and ultimately be sealed. Discussion ensued about the details of the unit and the suggestion made to purchase three lots rather than one for access and stability during excavation as well room for mowing. Maintenance/Operator Nuhn noted that because it is tall there would also be a need for additional sprinklers in the area. Also discussed was responsibility for the unit should it become damaged over time. Clerk/Treasurer Harvey noted that the town of Encampment has no regulations on mausoleums and that the cemeteries she contacted that have them treat them like headstones. Care of the grounds is the Towns responsibility, but the headstone on any grave is the responsibility of the family. Mr. Novak stated that the unit itself is made of marble and will be set on a concrete foundation with an apron.

Stull moved to approve the placement of the mausoleum, Reichert seconded and the motion was passed. Stull clarified that it will be centered on the three lots. Consensus was reached that use of mausoleums in the cemetery will be reviewed on a case by case basis.

Longs Peak Council Boy Scout Troop #153-"The Flaming Tigers": Clerk/Treasurer Harvey acknowledged the presence of the troop in the audience. The council welcomed them to the council meeting.

UNFINISHED BUSINESS

2015 Hydrant & Valve Project-Ken Schwerdt- Engineering Associates: Mr. Schwerdt reported that it was necessary to expand the valve portion of the project to include the relocation of a hydrant currently in a bad location. Mr. Schwerdt reported that the permit applications have been submitted for the project and that we should have approval in about a month.

Utilities- 320 McCaffrey Avenue-Hebig/Encampment Riverside Lions Club: A copy of the lease between Mr. Hebig and the Lions Club was presented to the council. Discussion ensued about the fact that the Lions Club is a non-profit organization which returns any proceeds to the community. The setting of precedence was also discussed. It was noted that the use of the facility was presented to be about six times a year at the last meeting. Mayor Salisbury noted that it was a smaller hall, not like the old Odd Fellows hall which held larger events. Clerk/Treasurer Harvey noted that any gratis account has a consumption limit on it that will trigger a bill if they go over the base during a month. Reichert moved to waive the utilities for the Lions Club during the lease allowing no excessive use, Stull seconded and the motion was passed.

Sewer Specialized Equipment Bid Review/Resolution #2016-04: Mayor Salisbury opened the bids. Dawson Infrastructure Solution in the amount of \$60,140.95; Kois Brothers Equipment Company in the amount of \$61,915.00 (*Clerks note: this bid was actually contained two pages and the correct amount of bid was actually \$71,315.00*); Cate Wyoming Equipment Company in the amount of \$58,500.00 and Normont Equipment Company in the amount of \$57,905.00. Clerk/Treasurer Harvey noted that the apparent low bidder was Normont Equipment Company in the amount of \$57,905.00, but that the bids would need to be reviewed and qualified prior to awarding the bid. Hamilton moved to accept the lowest qualified bid allowing Mayor Salisbury to make the determination of qualification, Stull seconded and the motion was passed.

Hamilton moved to approve Resolution #2016-04 authorizing the purchase of specialized sewer equipment from the sewer reserve fund based on the qualification of the bids by Mayor Salisbury, Stull seconded and the motion was passed.

COMMITTEE REPORTS

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

Fire Department- Doreen Harvey, Secretary: Harvey noted that attendance to Cody Fire School was listed under the additions to the agenda and informed the council that the ERVFD Easter Egg Hunt will be Saturday March 26th at 10:00 a.m. at Rick Martin Memorial Park in Riverside.

Planning Commission: Planning Commission member Ros Herring reported that the Planning Commission approved two applications at the last meeting. One for a garage and one for the Encampment School Bus Barn. She stated that activity is beginning to pick up.

Department of Public Works: A written report was submitted. Maintenance/Operator Nuhn reported that the Public Works Department has another opportunity to tour a facility in Cheyenne for training on March 24th. They were unable to take the tour the last time due to weather. Chief Wachsmuth has agreed to watch over the town and contact them if anything arises.

Maintenance/Operator Nuhn also reported that they are having problems with the ballasts going out on the lights in the shop. They have priced LED light options which would provide twice the light for a tenth of the price, noting that the T-8 is a cheaper bulb. The estimated cost would be about \$663.00. Discussion ensued about the cost of LED verses florescent lighting and what options may work best for their use. Stull moved to allow the Public Works Department to research lighting and use their discretion to purchase what is best for the situation, Hamilton seconded and the motion was passed.

ADDITIONS TO THE AGENDA

Fire Department- Cody Fire School- Up to 8 members: Hamilton moved to allow up to 8 members to attend Cody Fire School and cover lodging and expenses, Stull seconded and the motion was passed.

Brandon Jones- Addition to Insurance: Clerk/Treasurer Harvey reported that Brandon Jones has gotten married and has requested to add his wife to his medical insurance. Hamilton moved to approve the addition, Stull seconded and the motion was passed.

NEW BUSINESS

Museum- Request for Camping in Rendezvous area & Use of Portable Sound System: This item was handled under the "Public Guest" portion of the agenda, with the decision on the use of the portable sound system being postponed until the April 14th meeting.

Use of Portable Sound System for Wedding August 20th -Gayle Wessel: This item was postponed until the April 14th meeting.

GEBP- Lease of 200 Grand Ave- Doggett Greenhouse / New Frost Free Hydrant: Mayor Salisbury stated that he has spoken with Gary Jacobsen about his request to use the two buildings on the vacant parcel. The \$250.00 rate was the amount the prior tenant paid for the parcel. He indicated that Doggett may need a smaller area and that the remainder of the parcel could remain open for other use. He would talk with Mr. Jacobsen to see how much room he actually needs and measure the description for the lease. Mayor Salisbury indicated that Doggett Greenhouse is hoping to be able to use the parcel by April 1st. Stull moved to lease the parcel to Doggett Greenhouse for \$250.00 per month with his understanding and agreement as to the boundary, Hamilton seconded and the motion was passed.

In other matters it was noted that Doggett Greenhouse needs to have a frost free hydrant installed in the area of the buildings on the parcel. Maintenance/Operator Nuhn reported that in order to save the Town the cost of doing a full meter installation they could cut into existing service line to the vacant mill office and run the line to a new hydrant for approximately \$600.00. They could then install a meter at the office at a later date. It was agreed that the cost was an improvement to the Business Park and that the new service would generate a month bill for water. Stull moved to install the frost free hydrant on the parcel, Reichert seconded and the motion was passed.

WAM-JPIC Board Ballot: Clerk/Treasurer Harvey noted that there were three positions on the ballot and three nominees. She reported knowing all three from various boards and committees noting that they would all be a good choice. Hamilton moved to vote as recommended, Reichert seconded and the motion was passed.

May 18th CCCOG Meeting-location: Clerk/Treasurer Harvey reported that the Carbon County Council of Governments would meet in Encampment on May 18th. There is currently a reservation at the Opera House, but that the group would make other arrangements if the Town needed to have that facility in order to serve food. Councilperson Hamilton noted that the food served at the meetings was lighter fair than it used to be. The consensus was reached to hold the meeting at the Town Hall facility.

Sewer Tap- Encampment School Bus Barn: Clerk/Treasurer Harvey reported that the School District has submitted an application for a sewer tap to go with the water tap they already have for the bus lane. They have been in contact with the Public Works Department about the project. Stull moved to approve the application for the sewer tap, Reichert seconded and the motion was passed.

Specific Purpose Tax SRF Loan Debt Service CWSRF#117 and DWSRF#109: Clerk/Treasurer Harvey reported that it was time for the annual payment to be made to the Drinking Water and Clean Water loans. She has submitted to the Carbon County Treasurer for the available Specific Purpose Tax, but did not know the amount of the proceeds as of meeting time. The loans are generally serviced with 75% of the tax applied to CWSRF#117 and 25% of proceeds to DWSRF#109. Hamilton moved to approve the payment to the based on the amount of the Specific Purpose Tax proceeds, Reichert seconded and the motion was passed.

Portable Toilet Service for Town of Encampment events: Clerk/Treasurer Harvey reported that the service that used to provide porta-potties for Town events has sold and the purchaser of the business is a Town of Encampment employee. The contract amount is not something that would generally require a bid, buy in order to be fair and keep the process as open as possible a letter has been sent to area providers asking for a bid for the service. Only one bid was received. Clerk/Treasurer Harvey opened the bid received publically and reported that the Posey Wagon, LLC submitted a bid in the amount of \$360.00 for service to the Town. Stull moved to accept the bid presented for the service in the amount of \$360.00, Hamilton seconded and the motion was passed.

Purchase of Heavy Duty Trash Cans: A quote was submitted for four trash cans including freight in the amount of \$651.52. Maintenance/Operator Nuhn reported that the Town has been working on replacing the trash cans a few at a time. The heavy duty cans keep water out and dogs cannot get into them. Council person Reichert suggested increasing the number purchased to six. Hamilton moved to approve the purchase of six heavy duty trash cans, Reichert seconded and the motion was passed.

Executive Session-Personnel: At 8:00 p.m. Hamilton moved to go into executive session for the purpose of discussing personnel, Stull seconded and the motion was passed. Those in attendance were Greg Salisbury, Mayor; Cindy Hamilton, Steve Reichert and Gary Stull, Council and Doreen Harvey, Clerk/Treasurer.

At 8:33 p.m. Clerk/Treasurer Harvey exited the session. At 8:36 p.m. Stull moved to return to regular session and seal the minutes and place them in the safe, Reichert seconded and the motion was passed.

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Reichert moved to place an ad and post a position for a part time Deputy Clerk with the hours based on need, Stull seconded and the motion was passed.

Correspondence:

UPRSWDD, SPT-JPB, SCWEMS, WAM, CCVC, SPVCC, Minutes/Newsletters via email
WY Community Foundation- GEOH Endowment Fund
Local Government Liability Pool Renewal letter
Department of Revenue- Statement of Compliance
WAM- AWARD Nominations

Next Regular Council Meeting April 14, 2016 at 7:00 p.m.

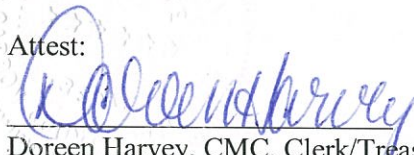
Next Planning Commission Meeting April 6, 2016 at 7:00 p.m. if there is business to transact.

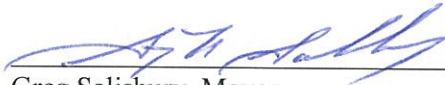
With no further business, Reichert moved to adjourn at 8:40 p.m., Hamilton seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: April 14, 2016

Attest:


Doreen Harvey, CMC, Clerk/Treasurer


Greg Salisbury, Mayor