

Town of Encampment
Regular Meeting
April 14, 2016
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 14, 2016 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Cindy Hamilton, Kimberly Loftice, 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 Deb Cunningham from the Encampment Preschool and Pat Lynch and Bob Lamphear on behalf of the Sierra Madre Water and Sewer Joint Powers Board. Others present were Planning Commission member Vicki Loftice, Rick Martin and Fred Broschart of the Saratoga Sun. Riverside Mayor Leroy Stephenson and Lee Ann Stephenson arrived at 7:40 p.m.

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

Hamilton moved to approve the minutes of the March 10, 2016 regular meeting as corrected, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Stull moved to approve the March 2016 financial statement, ratify the payment of a late monthly bill to North Park Propane in the amount of \$903.55 and to approve the payment of the regular monthly bills in the amount of \$55,912.06 including the March 2016 payroll and liabilities in the amount of \$22,110.19, Hamilton seconded and the motion was passed.

PUBLIC GUESTS

Deb Cunningham, Director- Encampment Preschool: Ms. Cunningham introduced herself stating that she has been with the preschool for eight years and that she is now the Director. She thanked the council for their prior support of the preschool. She stated that the preschool could not make it without their help and asked that the council consider continuing the support. The preschool will be adding a toddler group on Fridays to serve 18 month to 2 ½ year olds. She also expressed the anticipated increase in enrollment over the next three to four years due to the increasing number of children in the area. Mayor Salisbury stated that the school provides a great service for the community. The council thanked her for all that she has done and for taking the time to come give them an update. The request will be considered with the budget process.

Pat Lynch- Sierra Madre Water & Sewer Joint Powers Board: Mr. Lynch introduced himself and stated that he was present to represent the SMWSJPB. He stated that there was a project coming up to clean their tanks and to repair a valve stuck in the open position. He outlined a few of the details of the project and stated that once the issue is isolated, there is no way of serving water to their system short of having someone manually controlling the valve and monitoring water pressure. He asked that the council consider allowing the activation of the Emergency Water Connection stating that it would be a good opportunity to test the system. Discussion ensued about the project which would likely take place the third week in May once proper notification to

the state is complete. The project should take approximately 8 hours and the system would be opened up and flushed in anticipation of use.

Mayor Salisbury stated that this is what the system was designed for and that he did not see any reason to charge for the opportunity to test it. The Town of Encampment is also considering a project where the system may need to be ready for activation as well. Councilperson Hamilton questioned the water pressure between systems and asked if the situation would be monitored. Maintenance/Operator Nuhn stated that there is a pressure reducing valve in the meter building.

With no further discussion, Reichert moved to activate the Emergency Water Connection and to share water with their system for the project at no charge, Stull seconded and the motion was passed.

UNFINISHED BUSINESS

2015 Hydrant & Valve Project- Hydrant Purchase \$32,751.45: It was noted that four hydrants had already been approved for purchase but that the council might want to consider purchase of all nine at one time in order to save freight. Stull moved to purchase the hydrants at the estimated cost of \$32,751.45, Loftice seconded and the motion was passed.

Grand Encampment Museum- Use of Portable Sound System for 50th Anniversary Event: Rick Martin informed the council that he was present as requested to answer any questions that the Town might have about the system. He answered questions about the portable portion of the system and assigned a value of approximately \$1,500.00 to the portion of components the Town owns. He stated that he has the components clearly labeled for use and that he has provided his own stands for outside use in the past. He noted that the system was used at the museum for Movie Night in the past. Council members expressed their hesitation in opening up the use of the system to the general public and discussed the control of it and who decides the conditions under which it is used. It was agreed that an organization was a different matter. Loftice moved allow the use of the portable portion of the sound system for the Grand Encampment Museum 50th Anniversary event, Stull seconded and the motion was passed.

Gayle Wessel-Use of Portable Sound System for Wedding -August 20th: Discussion continued about organizational use of the sound system verses private party use. Liability and care of the system would be up to each person's preference for general public use. It was agreed that there is a need to differentiate between the two types of use as there are services that provide sound equipment and services for private use and the town is really not a viable source for those services. Reichert moved to limit the use of the portable sound system to organizational use on a case by case basis and not to offer the system for private use, Stull seconded and the motion was passed.

Portable Toilet Service for Town Events- \$500.00: Clerk/Treasurer Harvey reported that when she read the bid from Posey Wagon Portable Toilets for portable toilet services at the last meeting she had not included the portion of the bid pertaining to the services provided for Town events. Those services were quoted at \$500.00. At the last meeting there had also been discussion about adding two additional porta-potties for the Grand Encampment Museums 50th Anniversary event. Harvey stated that Posey Wagon Portable Toilets has offered to donate the two additional portable toilets for the event. Stull moved to accept the bid of \$500.00 for the

portable toilet services for Town of Encampment events, Hamilton seconded and the motion was passed.

COMMITTEE REPORTS

Planning Commission- Vicki Loftice: Mrs. Loftice reported that the Planning Commission received two applications. One for an addition to a home which was approved. An application for a Conditional Use Permit and sign was received from Dana Ehnle for the use of his home as a Bed and Breakfast. Clerk/Treasurer Harvey noted that the Planning Commission has set a Public Hearing on the Conditional Use Permit which will be held during their May 4th meeting. They will make their recommendation to the council based on that hearing. The matter will be on the agenda for action by the council at the May 12th meeting.

Public Works Department: Mayor Salisbury reported having met with the Public Works Department and their devising of a way to repair the irrigation outfall. The matter will need to be addressed quickly so that it can be up and going by May. The issue is on the agenda for action.

Clerk/Treasurer- Doreen Harvey: Harvey reported that one of the Sewer Rodder bids opened read by the Mayor at the last meeting was actually a two page bid and that the amount was read incorrectly. She restated the bids received as Normont Equipment Company \$57,905.00; Cate Wyoming Equipment Company \$58,500.00; Dawson Infrastructure Solutions \$60,140.95 and Kois Brothers Equipment Company which was actually for \$71,315.00. Kois Borthers Equipment was not the apparent low bidder as reported. Harvey reported further that the Mayor worked with the Public Works Department on qualifying the bids and that the engine on two of the bids did not meet the minimum specifications. The bid was awarded to Dawson Infrastructure Solutions in the amount of \$60,140.95.

Carbon County Council of Governments- Cindy Hamilton, Council: Hamilton reported having attended the CCCOG meeting and legislative funding had been discussed. The Town of Encampment will be receiving about \$53,000.00 of supplemental funding. She also reported that there was discussion about Medicaid Expansion which the Wyoming representatives had decided to vote against. She commended the decision of law makers on the issue stating that there would be funding for it for three years but no guarantee of funding after that. The issue enticed people into giving up their current insurance to become part of the plan which may not have been in their best interest in the long term. She stated that she was pleased with the job the legislature did on our behalf. She reminded the council that the May 18th CCCOG meeting would be in Encampment.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Resolution #2016-04 Authorizing Camping in Public Places for Specified Events: Hamilton moved to approve Resolution #2016-04 allowing camping in designated public areas for Town events which include Woodchoppers Jamboree and Rodeo, Rendezvous and the Grand Encampment Museum 50th Anniversary Event. *(Clerks Note: The Stephenson's arrived later in the meeting and asked for clarification on the resolution. They wanted to know if it affected them*

in the event of an emergency evacuation from their campground in Riverside. The council clarified that the resolution was for events only and does not pertain to emergency situations.)

Irrigation Outfall- Bids for Repair- Bridger Fabrication/KW Construction: Quotes for repair were received from Bridger Fabrication in the amount of \$3,200.00 for the fabrication and installation of a metal box for the outfall and from Tom Knickerbocker for \$3,850.00 for materials and labor for mounting the steel liner and for slush filling around it with non-shrink grout. Mayor Salisbury stated that rock and gabion baskets will be needed to complete the repair. Maintenance/Operator Nuhn stated that the Town has rock they can use. Stull moved to approve up to \$10,000.00 for the repair of the irrigation outfall, Reichert seconded and the motion was passed.

WASCOP Chiefs Conference \$185.00 Plus 4 Nights Lodging & Expenses: Chief Wachsmuth informed the council this is training offered each year and that it provides good instruction. Stull moved to approve tuition, lodging and expenses for the conference, Reichert seconded and the motion was passed.

SCWEMS Representative- Notice of Intent to Vacate Seat- Advertise for Replacement: The Town of Encampment received a letter from Ken Drain stating his intent to vacate the seat at the end of his term June 30, 2016. Hamilton moved to advertise for letters of interest for a replacement, Loftice seconded and the motion was passed.

Advertise for Seasonal Employees: Maintenance/Operator Nuhn stated that the Public Works Department would like to have three part time seasonal employees. This has worked well for them in the past. Hamilton moved to advertise for seasonal employees, Loftice seconded and the motion was passed.

Request for Bids for FY2016/2017 Propane Service: Clerk/Treasurer Harvey reported that the Town of Encampment generally sends out letters requesting bids for propane service during the budget process. Hamilton moved to go out to bid for propane service for the FY2016/2017 fiscal year, Stull seconded and the motion was passed.

Town Hall Property Landscaping: Discussion ensued about landscaping options and the possibility of a privacy fence in order to block the view of neighboring properties and create a more useable space on the north end of the Town Hall property. Picnic table, trees, lawn and privacy and picket fencing were discussed. The Council also asked about the possibility of chain link with slats. Wind resistance was also discussed. Maintenance/Operator Nuhn presented a drawing of the potential layout of the area which would still allow access to the police garage and the transformer. A frost free hydrant would be installed for care of any trees or lawn. An estimate of \$2,713.52 was presented for the fencing with the town crew completing the work. The decision was postponed in order to get an additional estimate for a chain link fence with slats.

Encampment Riverside Lions Club- Woodchoppers Jamboree Service Contract- \$500.00: Hamilton moved to approve the service contract with the Encampment Riverside Lions Club in the amount of \$500.00 as budgeted, Reichert seconded and the motion was passed.

Community BBQ- Purchase of Non-Perishable Supplies: Clerk/Treasurer Harvey reported that she did not have an estimate on costs for the items, but that she would like purchase the non-perishable items for the event from this year's budget. Hamilton moved to allow the clerk to purchase the non-perishable supplies, Loftice seconded and the motion was passed.

1st Reading of Ordinance 03.02.2016- FY2015/2016 Budget Amendment: Clerk/Treasurer Harvey presented the amendment totaling \$1,511,185.43 in revenue and expenses stating that the amendment was necessary to accommodate the purchase of the sewer rodder, the instrumentation issues at the water plant and to reallocate spending between line items due to spending patterns. Hamilton moved to approve the 1st Reading of the FY2015/2016 Budget Amendment as presented, Loftice seconded and the motion was passed.

1st Reading of Ordinance 03.02.2017- FY2016/2017 Budget: Clerk/Treasurer Harvey presented the 1st reading of the FY2016/2017 Budget with Revenues and Expenses totaling \$1,160,096.77. She reported that some of the numbers are preliminary as she is still waiting on some of the estimates. Hamilton noted that the projections and everything seem accurate and in the current reading and that there will be two more readings prior to passing the ordinance. Hamilton moved to approve the 1st reading of the FY2016/2017 Budget as presented, Stull seconded and the motion was passed.

OTHER BUSINESS

Prior to entering into executive session for discussion on the last agenda item Mayor Salisbury noted that there was an item that he should have added to the agenda. The council agreed to discuss it. Mayor Salisbury reported that the Town of Encampment has been given the opportunity to purchase a set of the centennial rifle and pistol for display at the Town Hall. Ron Bedwell was offering them at a cost of \$4,100.00. The council agreed that making the purchase to commemorate the centennial and having a display case built for them was a good opportunity for Encampment and a way to preserve a piece of history. Reichert moved to approve the purchase of the centennial rifle and pistol at a cost of \$4,100.00, Stull seconded and the motion was passed.

Executive Session-Personnel / Executive Session- Possible Litigation: At 7:50 p.m. Hamilton moved to enter into executive session for the purposes of discussing both personnel and possible litigation, Reichert seconded and the motion was passed. Those in attendance were Mayor Greg Salisbury, Council Cindy Hamilton, Kim Loftice, Steve Reichert and Gary Stull and Clerk/Treasurer Doreen Harvey. At 8:30 p.m. Stull moved to return to regular session and to seal the minutes and place them in the safe, Hamilton seconded and the motion was passed.

Stull moved to hire Diana Hood as a part time Deputy Clerk to fill in as needed at a rate of \$14.00 per hour, Reichert seconded and the motion was passed.

Correspondence:

UPRSWDD, SPT-JPB, SCWEMS, WAM, CCVC, SPVCC, Minutes/Newsletters via email

WAM Budget Preparation Information

WY Office of Homeland Security-Workplace Safety

Platte Valley Arts Council-Thank You for Support

Carbon County Planning & Zoning- Notice of Conditional Use

US Dept. Of Interior- Bureau of Land Management- Industry/Government Conference
WY Medical Center- Health and Wellness Employer Conference
B.L.M. Notice of Environmental Impact Statement
Grand Encampment Cowboy Gathering
Carbon County Visitors Council- Year in Review
Sinclair Centennial Celebration-Invitation

Next Regular Council Meeting May 12, 2016 at 7:00 p.m.

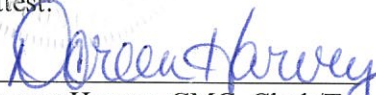
Next Planning Commission Meeting May 4, 2016 at 7:00 p.m.


With no further business, Reichert moved to adjourn at 8:31 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: May 12, 2016

Attest:


Doreen Harvey, CMC, Clerk/Treasurer


Greg Salisbury, Mayor