

Town of Encampment
Regular Meeting
May 12, 2016
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 12, 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 and Ben Tieszen, Maintenance/Operator. Public Guest was Sandy Martin. Also present were Jeb Steward, Maggie Kelley, Dana Ehnle and Fred Broschart of the Saratoga Sun.

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

AGENDA

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

MINUTES

Hamilton moved to approve the minutes of the April 14, 2016 regular meeting as corrected, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Stull moved to approve the April 2016 financial statement, ratify the payment of late monthly bills to Engineering Associates in the amount of \$238.00 and Black Diamond Electric in the amount of \$1,167.13 and to approve the payment of the regular monthly bills in the amount of \$54,209.83 including the April 2016 payroll and contracted liabilities in the amount of \$20,595.52, Loftice seconded and the motion was passed.

PUBLIC GUESTS

Sandy Martin: Mrs. Martin was present to request that the council consider the benefits of bringing natural gas to Encampment. She distributed some historical correspondence between the Carbon County Economic Development Corporation and the Encampment Riverside Merchants Association, a list titled Thirteen Reasons for Attracting Youth and Young Families to the area and a list of the many businesses in the area. She highlighted discussion points between herself and County Commissioner Chapman about the possibility of grant writing to move the matter forward. She brought forth several points of discussion including a possible assisted living facility that an individual might consider building if natural gas were available.

Mayor Salisbury stated that several years ago that there was an discussion about bringing in natural gas but that at the time the cost of the distribution system for such a small area did not justify the expense of running the pipeline, even just the twenty miles from Saratoga. Everyone agreed that it would be great to have, but that there are definite obstacles to making it happen such as permitting, obtaining right of way for the pipeline and the cost of building both the transmission and distribution system. Planning Commission member Loftice noted that residents may not be too happy to have to pay to run their service lines.

Mayor Salisbury stated that it is a matter worth looking into. The council thanked Mrs. Martin for taking the time to attend the meeting.

UNFINISHED BUSINESS

2015 Hydrant & Valve Project: No discussion.

2nd Reading of Ordinance 03.02.2016- FY2015/2016 Budget Amendment: Clerk/Treasurer Harvey noted that the revenues and expenditure totaled \$1,521,685.43. The changes since the 1st Reading of the ordinance were mostly due to the instrumentation issues at the water plant and the irrigation outfall project. Hamilton moved to approve the 2nd Reading of ordinance 03.02.2016 for the FY2015/2016 budget amendment as presented, Stull seconded and the motion was passed.

2nd Reading of Ordinance 3.02.2017- FY2016/2016 Budget: Clerk/Treasurer Harvey noted that most of the remaining budget projections were in. She noted that she is still looking at the Water Department budget which is very tight. Hamilton noted that she has looked at the budget fairly extensively and that she is on board with it as it is presented. Mayor Salisbury asked if the council would like to have a workshop to discuss the budget. Discussion ensued about the town being diligent with funds and the fact that most major projects that the council has discussed in recent years have been completed and that things are looking good. Consensus was reached that since there are no major projects pending, a workshop is not necessary. Hamilton moved to approve the 2nd reading of ordinance 03.02.2017 for the FY2016/2017 budget, Loftice seconded and the motion was passed.

SCWEMS Representative for Encampment- Letters of Interest: Clerk/Treasurer Harvey noted that two letters had been received, one from current representative Ken Drain and one from Jeb Steward. She reported that Ken Drain had called to let her know he would not be at this meeting because there was a SCWEMS meeting being held at the same time. Jeb Steward was present in the audience. He noted that at the time he turned in his letter of interest he was under the impression that Ken Drain was no longer interested in serving on the board. Mr. Steward informed the council that he had historically served for 15 years on the ambulance service and while he does not come 'pager ready' he feels that emergency medical services are very important and he thinks that he could play a small role in helping with them if the council is willing to consider him.

Council asked Mr. Steward if he followed SCWEMS issues at all and he noted that he was not completely informed about the inner workings of the board. The council noted that that was not necessarily all bad. Mr. Steward noted that his interest in Emergency Medical Services is genuine. He noted that while he was in the legislature he was able to help facilitate in getting things done to improve health care in the county and in Wyoming as a whole. He was on the ground floor when SCWEMS was formed and that he sponsored legislation in hopes that other areas in the state can do what we have here. He noted that rural health care is a fragile system built on volunteers that do what they do because they care. The council agreed that SCWEMS is a great asset and that someone on the board who is not on the service itself may be a good idea. Stull moved to appoint Jeb Steward to the South Central Wyoming Emergency Medical Services Board as the representative for Encampment, Reichert seconded and the motion was passed. The council thanked him for his interest.

Seasonal Employees: Clerk/Treasurer Harvey noted that there were five applications received and that two applicants were seasonal employees last year. It was noted that the Town of

Encampment had a great summer crew last year. Maintenance/Operator Tieszen stated that they would like to recommend rehiring Mariah Crowe and Sierra Loftice and hiring Micaiah Pantle for this year's summer crew. Loftice moved to hire Mariah Crowe, Sierra Loftice and Micaiah Pantle, Stull seconded and the motion was passed. Hamilton moved to set the rate for Mariah Crowe and Sierra Loftice at \$11.00 an hour, reflecting a \$1.00 an hour raise as done for returning seasonal employees in the past, and to set the rate for Micaiah Pantle at \$10.00 per hour, Loftice seconded and the motion was passed.

Bids for FY2016/2017 Propane Service: Mayor Salisbury reported that two bids had been received. He opened the bids and reported the first bid was from North Park Propane for the current market or rack price plus \$.25 cents per gallon with no additional fees for hazmat or fuel surcharges. They provided a current market example of \$.73 cents per gallon. The second bid was from Blakeman Propane, Inc. for rack price plus \$.48 cents per gallon with no additional fees and a tank and service inspection for free.

Hamilton moved to accept the bid from North Park Propane Service, Stull seconded and the motion was passed.

Town Hall Property/ Landscaping: Maintenance/Operator Tieszen that they have been busy with the water leak, but that they did check into pricing of chain link and that with the posts, caps, railing and slats it would exceed the estimate of the vinyl fencing. It was noted that the vinyl fencing would look better. Discussion ensued about the placement of it and the replacement of posts should it become damaged. Councilperson Stull noted that perhaps a post could be placed within a post to stabilize the fence. Maintenance Operator Tieszen noted that the posts would be set in concrete and that the fence will be reinforced at the corners as well. Hamilton moved to allow up to \$3,000.00 for the purchase and installation of vinyl fencing on the Town Hall property, Stull seconded and the motion was passed.

COMMITTEE REPORTS

Planning Commission: Planning Commission member Vicki Loftice reported that the Planning Commission held their Public Hearing on the Conditional Use Permit for Dana Ehnle's home to be used as a Bed and Breakfast and that they heard no negative comments on the matter and voted to recommend that the council consider approving the permit. She noted that building permits for a porch and for a deck were also approved. The Planning Commission has moved their June meeting to June 8th to allow time for applications since the Town Hall will be closed on Memorial Day.

Department of Public Works- Ben Tieszen, Maintenance/Operator: Tieszen reported that the leak at Third Street has been repaired. There was a natural spring in addition to the leaks that they located. The contractor had bedded the project in gravel and it was difficult to tell where the water was coming from. He reported some of the details of the project and that the lines have been tested, pressure tested and have passed and are all operational. The leak has made them behind on blading roads, turning on irrigation and getting the bathrooms up and running.

In other matters, Tieszen reported that WYDOT has a crew doing a chip sealing job in the area and they would like to use a piece of town property as a staging area. When they are done, any

leftover material can be used by the Town. He reported that the material is useful for the Town and that it will not be in their way. The council agreed to allow the use.

Tieszen also requested that the council consider drafting an official letter to Valley Oil asking that they remove their fuel tanks from Town Property. They have been asked repeatedly and the tanks have not been removed. The clerk was instructed to send a certified letter to Steve Perkins of Valley Oil with a deadline of June 30, 2016 for the removal of the tanks.

Recreation, Cemetery and Parks: Mayor Salisbury asked if the Town would want to pay for the delivery of another couple of loads of sand for the sand volleyball pit as this is the time of year that it is being cleaned up at Seminole. Stull moved to allow up to \$1,000.00 for the expense, Reichert seconded and the motion was passed.

Clerk/Treasurer Harvey reported that Cemetery Cleanup should begin after May 18th in anticipation of Memorial Day Weekend.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Conditional Use Permit- Dana Ehnle/ Planning Commission Recommendation: A letter recommending the approval of the Conditional Use Permit was received from the Planning Commission. Hamilton moved to approve a Conditional Use Permit for Dana Ehnle to use his home as a Bed and Breakfast and to allow for the sign, Stull seconded and the motion was passed.

Public Hearing- Liquor License Renewals/ Renewal of Liquor Licenses: At 7:42 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment on the renewal of Liquor Licenses. Hearing no comment the hearing was closed. Hamilton moved to approve the renewal of the Retail Liquor Licenses for Chez Booze, Inc. and D's Bar and Grill, Inc., Loftice seconded and the motion was passed.

Planning Commission- Two Seats Expire June 30, 2016- Advertise for Vacancies:

Clerk/Treasurer Harvey reported that two seats will expire June 30th and that it has been the practice of the Town of Encampment to advertise for letters of interest from qualified electors of the Town of Encampment. Hamilton moved to place the advertisement, Loftice seconded and the motion was passed.

Malt Beverage Permit for June 18th & 19th- Encampment Riverside Lions Club: Clerk/Treasurer Harvey reported that she has received an application for a Malt Beverage Permit for the Woodchoppers Jamboree & Rodeo signed by Lions Club President Bob Merrill. Hamilton moved to approve the Malt Beverage permits for the June 18th & 19th event, Stull seconded and the motion was passed.

FCCLA Service Contract- \$300.00 for May 18th CCCOG meeting: Hamilton moved to approve the service contract with the Encampment FCCLA/Pro Start to provide catering services for the

May 18th CCCOG Meeting in the amount of \$300.00, Reichert seconded and the motion was passed.

WAM-JPIC Health Insurance Renewal: Clerk/Treasurer Harvey reported that the insurance would increase approximately 3.5% which is less than the industry average. She had estimated the increase at 10% during the preliminary budget documents. Hamilton moved to approve the WAM-JPIC Health Insurance with no changes in coverage, Loftice seconded and the motion was passed.

ESRI- Annual Support for GIS- \$1,750.00: Hamilton noted that support contracts are generally well worth the money spent. The council asked if the system was in use. Maintenance/Operator Tieszen noted that most of the water and sewer system is already in it and that they have begun to add irrigation to it and at some point may want to add cemetery into it. He noted that they all could use more training on its use. Hamilton moved to renew the support contract in the amount of \$1,750.00, Stull seconded and the motion was passed.

SCWEMS Request- Ratify Appointment of Lois Buchanan to At-Large Seat: Clerk/Treasurer Harvey reported that they had received a request from the SCWEMS Joint Powers Board to ratify the appointment of Lois Buchanan to the at-large seat which will become Hanna's seat. She noted that Encampment SCWEMS representative Ken Drain who was unable to attend this meeting had called and given his recommendation that the council ratify the appointment. Loftice moved to ratify the appointment of Lois Buchanan to the SCWEMS Joint Powers Board, Stull seconded and the motion was passed.

Year End Purchases- Road Base, Higher Capacity Pump and Exterior Paint for the Town Hall: Maintenance/Operator Tieszen reported that due to the leak they had not had time to get an estimate on the road base or the paint, but that they believe they can get the pump for under \$500.00. The Public Works Department thought that with the landscaping the council might want to consider allowing them to paint the exterior of the Town Hall with a quality paint and the use of a sprayer. Clerk/Treasurer Harvey noted that there is about \$11,000.00 available for road base and money available in the general maintenance line for the paint. Hamilton moved to approve the year end purchases to be kept within the available budget, Loftice seconded and the motion was passed.

Drainage Options by Senior Center- Kim Loftice: Councilperson and Sage Brush Senior Center Director Kim Loftice reported that drainage at the senior center is a definite issue. She reported having discussed the matter with the Public Works Department and with Councilperson Gary Stull. She asked the council to consider allowing them to place a concrete pad where the dumpster sits to help alleviate repeated problems they are having with the trash collection truck and the mud. They need the permission of the town since the senior center sits on property owned by town. Loftice stated that it is their hope to clean it up so that it is not such a mess all year long. Also discussed was the possibility of a drain pan at some point. Stull moved to allow the Senior Center to place a 6' x 10' slab of concrete on town property at the senior center for their dumpster and to look into the drainage issue, Reichert seconded and the motion was passed.

Set Mill Levy- 8 Mills: Hamilton moved to set the Mill Levy at 8 Mills, Loftice seconded and the motion was passed.

Set Public Hearing for FY2015-2016 Budget Amendment and FY2016-2017 Budget:

Clerk/Treasurer Harvey asked the council if they would like to have the Public Hearing at a special time or if they would like to have it during the regular meeting on June 9th. Hamilton moved to hold the Budget Hearing during the June 9th regular council meeting. Stull seconded and the motion was passed.

Cemetery Cleanup- Starting May 18th - Advertisement: Hamilton moved to approve the placement of an advertisement stating that the Town will begin cemetery cleanup May 18th in anticipation of Memorial Day, Reichert seconded and the motion was passed.

Executive Session- Possible Litigation: No Executive Session was held.

Correspondence:

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

Office of State Lands and Investments- Notice of Intent- Via Email

CCEDC Budget Request

Encampment Post Prom –Thank You

WY Dept. of Workforce Services- Experience Modification Rating

WY Industrial Siting- Power Company of Wyoming

SMWSJPB- Official letter regarding use of Emergency Connection

Next Planning Commission Meeting will be held June 8th at 7:00 p.m.


Next Council Meeting will be held June 9th at 7:00 p.m.

With no further business, Hamilton moved to adjourn at 7:55 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 9, 2016

Attest:


Doreen Harvey, CMC, Clerk/Treasurer



Greg Salisbury, Mayor