

Town of Encampment
 Regular Meeting
 April 13, 2017
 7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 13, 2017 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Cindy Hamilton, Kimberly Loftice and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Chief of Police and Katrina Nuhn, Maintenance/Operator. Also present was Vicki Loftice of the Planning Commission. Public Guests were Josh Saier, President and Crystal Gillian, Vice President of the Sierra Madre Muzzle Loaders and Josh Craig, President and Shannon Fagan, Treasurer of Mother Mountain Anglers. Others present were Griffin Nielsen of Engineering Associates and Mike Armstrong of the Saratoga Sun. Arriving late was Emma Dierks of Bigfoot 99.

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

AGENDA

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

MINUTES

Loftice moved to approve the minutes of the March 9, 2017 regular meeting as presented, Hamilton seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Stull moved to approve the March 2017 financial statement, ratify a late bill in the amount of \$122.31 to Riverside Garage and the return of excess Specific Purpose Tax revenue to the custody of Carbon County in the amount of \$13,487.45 and to pay the currently monthly bills in the amount of \$58,610.57 including the March 2017 payroll and contracted liabilities in the amount of \$22,529.29, Loftice seconded and the motion was passed.

Warrant Register			TOTAL BILLS	36,081.28
Badger Creek Enterprises, LLC	607.50	Rawlins Daily Times	105.00	
Blue-Cross/Blue-Shield	6,614.40	Riverside Garage & Cabins	7.74	
Carbon County Clerk	15.00	Rocky Mtn. Fire Systems, Inc.	475.00	March 2017 Payroll & Liabilities
Carbon Power & Light	3,759.28	Ryan Electronics	846.24	Adj. Gross Pay
Card Center-RNB	434.88	S.C.W.E.M.S.	3,375.00	AFLAC
Corkle Oil, LLC	401.00	Saratoga Do It Best Lumber	268.80	Federal Withholding
Engineering Associates	3,545.20	Saratoga Sun	150.00	Medicare
Fired Up Rescue	1,775.00	Shively Hardware Co.	120.87	Social Security
Janice White	130.00	Uline	106.00	WY Retirement System
LGLP	2,402.00	Union Wireless	519.39	WRS- Deferred Compensation
North Park Propane, LLC	1,853.66	UPRSWDD	7,740.00	WY Workforce Services- UI
Office Depot	71.36	WYDOT	5.00	WY Workforce Services- WC
Postmaster-Encampment	487.00	Xerox Corporation	145.96	TOTAL Payroll & Liabilities
		Zeller, Andrea R.J.	120.00	22,529.29

PUBLIC GUESTS

Sierra Madre Muzzleloaders/Mountain Man Rendezvous- Josh Saier, President: Mr. Saier and Ms. Gillen were present to represent the Sierra Madre Muzzleloaders. Mr. Saier thanked the council for their past support and asked the council for use of the town grounds by the museum for the Marion Baker Invitational Black Powder Shoot on June 3rd and for the SMML Mountain Man rendezvous July 21, 22 & 23rd. He also asked for continued support in the amount of \$500.00 and four portable

toilets for the event. He reported that the event had 150 registrations last year and drew a crowd of over 200 people. 21 of the participants were from out of state. The event is the largest in the state. Mayor Salisbury stated that it is an excellent event and a good fit for the Town. The council agreed that everyone seems to enjoy it. Stull moved to approve the continued support of the event as requested, Loftice seconded and the motion was passed. The council again expressed their appreciation for the event with Councilperson Hamilton stating that she also appreciates the draw it is for people to visit the area.

Mother Mountain Anglers- Josh Craig, President: Mr. Craig presented the council with a preliminary drawing for the layout of the disc golf course on the grounds behind the museum. He noted that the baskets will mainly be set in the trees and one of them will be in an unimproved street, with the council's permission. He stated that approximately 18 bags of concrete would be needed as well as some type of cover for the holes should the baskets need to be pulled for any reason. He also suggested that the council might consider the purchase of 9 paddle locks. Mayor Salisbury asked if the museum had reviewed the placement and Mr. Craig indicated that they had. The baskets will be set so that the discs will be thrown away from any buildings and none will be thrown across the playground area. Discussion ensued about possible ways to cover the holes with one possibility being the use of a dowel. Mr. Craig asked if the council would be willing to allow employee Brandon Jones to use the post-hole digger on the Town's skid steer to dig the holes on a weekend. The council agreed to the use of the equipment on the weekends for the project and the layout of the baskets. Mr. Craig stated that he will be doing the utility locates next week and that they should begin the project the weekend after. Planning Commission member Vick Loftice asked if a permit would be required since there would be cement involved in the project. Mayor Salisbury declared that a permit would not be needed. Mr. Craig introduced Shannon Fagan, Treasurer, to talk about an upcoming event.

Ms. Fagan stated that Mother Mountain Anglers was planning to have a tournament June 23rd and 24th between the courses in both Encampment and Riverside. The tournament will be called "The Tale of Two Cities". The tournament will kick off with a thank you potluck at the gazebo in Grandview Park on the 23rd and continue on the 24th with the tournament to be held with nine holes being played at each park. A shuttle will run between the two parks and the event will end at the Bear Trap where there will be a band. The entry fee for the event will be \$35.00 and they hope to attract at least 50 people to the event. Entrants will get a t-shirt, lunch and will get to enjoy the band at the Bear Trap. The entry fees will help cover the cost of prizes. She asked the council if they would be willing to purchase a flag for the event at a cost of \$100.00. The purchase will include two entries into the event. Mr. Craig indicated that the Town of Riverside had sponsored a flag for Encampment.

Stull moved to sponsor the flag for Riverside, Hamilton seconded and the motion was passed. Mr. Craig and Ms. Fagan fielded questions from the council about the discs and the game itself from the council. The council thanked them for all of their efforts and taking the time to update them on their progress.

UNFINISHED BUSINESS

Hydrant & Valve Project: Maintenance/Operator Nuhn reported that the project is waiting on permit approval.

Community Fishing Pond Project-Proceed with Permitting Process: Mayor Salisbury stated that a short meeting was held to look at a draft design. Griffin Nielsen of Engineering Associates stated that they presented a drawing and discussed some changes to the design. They hope to have a 60% completion of the drawing soon so that they can send it to Game and Fish and get started on the permit application process and get some estimates on permit costs. Clerk/Treasurer Harvey asked that the council consider making a motion approving the permit applications for submission and allowing her to issue checks for any application fees that might be involved. Loftice moved to approve the applications and to pay the application fees as they arise, Stull seconded and the motion was passed.

COMMITTEE REPORTS

Police Department- Grayling Wachsmuth, Chief: A written report was submitted. Chief Wachsmuth stated that everything was going well and that he was looking forward to summer.

Planning Commission: Planning Commission member Vicki Loftice reported that there were three applications received. There were no issues with them, the permits were issued. She also stated that the permit drawings being submitted are getting better.

Department of Public Works- Katrina Nuhn- Maintenance/Operator: A written reported was submitted. Maintenance/Operator Nuhn offered to answer any questions.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

FY2016/2017 Budget Amendment- 1st Reading: Clerk/Treasurer Harvey presented the 1st reading of the FY2016/2017 budget amendment totaling \$1,295,841.87. She stated that the amendment was necessary to appropriate the unplanned Specific Purchase Tax Revenue and the payoff of the SRF Loans. Other planned improvements have been added and the expenses realigned to accommodate them. Hamilton moved to approve the 1st Reading of the FY2016/2017 Budget Amendment as presented, Loftice seconded and the motion was passed.

FY2017/2018 Budget- 1st Reading: Clerk/Treasurer Harvey reported anticipated Revenues and Expenses totaling \$956,113.79 for the 1st reading of the FY2017/ 2018 budget. She stated that revenues look to be down about 10-12% but that she is still waiting on some estimates. Costs may increase by second reading. Hamilton stated that she did go through the budget line by line and that she thought it was well laid out and that she recognized that some items may still increase. Hamilton moved to approve the 1st Reading of the FY2017/ 2018 Budget as presented, Stull seconded and the motion was passed.

Cody Fire School- Up to 8 Members, Lodging and Expenses: Clerk/Treasurer Harvey reported that the expense is an item that is in the Fire Department Budget. Craig moved to approve up to 8 members attend Cody Fire School and cover lodging and expenses, Loftice seconded and the motion was passed.

WY Association of Sheriffs and Chiefs Conference- Chief Wachsmuth: Chief Wachsmuth reported that the conference is in Casper and that it is a good conference. Tuition is \$185.00, plus lodging. Craig moved to approve Chief Wachsmuth's attendance to the conference and cover expenses, Stull seconded and the motion was passed.

Doggett Greenhouse- Gary & Mary Jacobsen- Lease Renewal 200 Grand Avenue: Clerk/Treasurer Harvey reported that the Jacobsen's expressed an interest in renewing the lease on the smaller parcel at the same terms for another year. Loftice moved to approve the renewal of the lease at the current terms, Stull seconded and the motion was passed.

E.S.R.I. GIS Software Support- \$1,750.00: Mayor Salisbury confirmed that the system was used on a regular basis. Councilperson Hamilton stated that she was in favor of keeping up support payments on software stating that you want that support to be there if it is needed. Hamilton moved to approve the renewal of the support contract with E.S.R.I. for the GIS software, Loftice seconded and the motion was passed.

Advertise for Seasonal Employees: Maintenance/Operator Nuhn confirmed that three employees were needed again this year. Some of the prior year employees may reapply. Hamilton moved to advertise to fill three seasonal parks positions, Stull seconded and the motion was passed.

Request for Bids on propane service, portable toilet services: Clerk/Treasurer Harvey reported that in the past the council sent out requests for bids on these services and asked if they wanted to do that again this year. She stated that letters have been sent out in the past to determine the best deal for the town, but that bidding for propane was not really necessary where bidding for a natural gas provider would be. Portable toilet services were bid because an employee owns a business, but the service provided is clearly the best deal for the town regardless. Mayor Salisbury stated that North Park Propane had been giving the Town of Encampment a very good deal. Craig asked the Public Works Department if they were satisfied with their service, to which they indicated yes. The council instructed the clerk to contact North Park Propane to see what type of offer they will extend to the town to continue their service this next year.

Request to have Encampment Tiger championships added to the tee-pee burner: Councilperson Loftice brought up the idea stating that it had been discussed in prior years, but nothing had been done. The type of paint used and the need for an artist with the capability were discussed. Councilperson Craig stated that a good oil base should work as the images are on the protected side of the burner. The Congressional Youth did the prior work under the direction of Janice Peterson. Discussion ensued about including other championships and their year and possible people to contact for artist recommendations. The council indicated their willing to consider the matter further and stated that they would like to see some designs at a future meeting.

Annual Service Contracts- Encampment Riverside Lions Club / Encampment FCCLA/Pro-start: Clerk/Treasurer Harvey reported that there were two service contracts in the budget at \$500.00 each, which had not been issued yet. Loftice moved to issue the Organizational Service Contracts as presented, Stull seconded and the motion was passed.

Public Works Department- Year End Purchase Requests: Clerk/Treasurer Harvey advised that the list had been compared to the available budget. A summary and estimate of those items included Ferguson Waterworks for approximately \$2,198.86 including items for the Water Department, irrigation system and Sewer Department; Aerolator Corporation for \$1,815.00 for a motor and float for the Sewer Department; Bridger Fabrication for three makeshift manholes at \$1,010.40 for the Sewer Department; Session's and Sons \$5,000.00 for 10 loads of road base for the Streets & Maintenance Department; Fat Boys Tire and Auto for an alignment of the 2001 Ford at approximately \$80.00; Paul Herring for a barrel of Schaefer hydraulic oil at \$919.22 and Thatcher Chemical for 4 barrels of T-Floc at approximately \$2,000.00 for the Water Plant. Hamilton moved to approve the purchases, Craig seconded and the motion was passed.

Tires for the 2002 Dodge: An estimate was presented for the purchases of four tires in the amount of \$426.00. Maintenance/Operator Nuhn noted that it did not include the mounting of the tires. Stull moved to approve the purchase of the tires and the cost of mounting them, Loftice seconded and the motion was passed. Councilperson Hamilton commended the Public Works Department for finding such decent deals on tires and the council agreed.

CORRESPONDENCE:

SPVCC, CCEDC, CCVC, UPRSWDD, SCWEMS, WAM, updates, newsletters via email

Parco/Sinclair Theatre- Denim and Diamonds Dinner & Auction-May 20, 2017

WARWS Annual Meeting-Voting Delegate

Carbon County Library Board- Minutes via email

Wyoming Water Development Council- Proposed Rule Changes- via email

WAM Convention- May 31-June 2, 2017- Gillette

Department of Audit Survey- regional Meeting April 26th

Carbon County Emergency Management- Code Red / IPAWS information

Saratoga Tech Kids- Cancer Walk/Color Run Announcement

Platte Valley Arts Council- Thank you

Next Regular Council Meeting May 11th, 2017 at 7:00 p.m.

Next Planning Commission Meeting May 3rd, 2017 at 7:00 p.m.

With no further business, Stull moved to adjourn at 7:35 p.m., Hamilton seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: May 11, 2017

Attest: Doreen Harvey
Doreen Harvey, CMC, Clerk/Treasurer

Greg Salisbury
Greg Salisbury, Mayor