

Town of Encampment
Regular Meeting
October 12, 2017
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday October 12, 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, Police Chief; Katrina Nuhn and Ben Tieszen, Maintenance/Operators and Anita Morris of the Planning Commission. Public Guests were Sara Janes Ellis of WYDOT and Brad Hebig of High Plains Foam Buildings. Also present was, Karen Laue, Stas Banach, Craig Kopasz of Engineering Associates, Jon Nelson of North Fork Engineering, Mike Armstrong of the Saratoga Sun and Emma Dierks of Bigfoot/Bandit radio.

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

AGENDA

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

MINUTES

Hamilton moved to approve the minutes of the September 14, 2017 regular meeting as corrected, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Hamilton moved to approve the September 2017 financial statement, September 2017 payroll and liabilities in the amount of \$22,292.85, a manual payment totaling \$2,500.00 and the regular monthly bills in the amount of \$22,699.90, Stull seconded and the motion was passed.

Warrant Register

Blue-Cross/Blue-Shield 6,829.18
Carbon County Clerk 20.00
Carbon County Treasurer 107.20
Carbon Power & Light 3,363.87
Card Center-RNB 146.02
Evergreen Disposal 22.50
Ferguson Waterworks #1701 19.95
HMC 160.00
One-Call of Wyoming 16.50
Postmaster-Encampment 228.00
Power Service, Inc 1,661.00

Quill Corp 95.22

Riverside Garage & Cabins 101.73
Rocky Mtn Water Envir.Assoc. 130.00
Shively Hardware Co. 56.87
Union Wireless 519.34
UPRSWDD 8,974.50
Xerox Corporation 128.02
Zeller, Andrea R.J. 120.00
TOTAL 22,699.90
Manual Checks
ACM, LLP 2,500.00
TOTAL 2,500.00

September 2017 Payroll & Liabilities

AFLAC 82.56
Workers Compensation 470.81
WRS Deferred Comp 300.00
WY Retirement System 2,879.01
WY Retirement- VFD 255.00
Unemployment Insurance 110.88
US Treasury 2,470.40
US Treasury 1,973.34
Net Payroll 13,750.85
Total 22,292.85

PUBLIC GUESTS

WYDOT- Sara Janes Ellis, Local Government Coordinator: Ms. Ellis was present to inform the council about the different programs and funding that WYDOT has to offer. She noted that as the Local Government Coordinator she would like to become a voice for the towns. She verified that a letter outlining programs and contact information was distributed to the council. She noted that WYDOT will have a meeting in conjunction with the WAM regional meeting on Wednesday October 18th. That meeting will provide the opportunity for input from local government and will provide an update of projects WYDOT has done or plans to do in the area. She also noted some projects, potential projects and opportunities for the town. She advised that there may be opportunity for the Town to take advantage of the 'economy of scale' by working with WYDOT to get road base or road work done when WYDOT has paid mobilization to have a company in the area. She informed the

council and employees that she would be willing to discuss ideas at any time. Mayor Salisbury stated that one thing he would be interested in would be getting rumble bumps installed on Highway 70 south of town where speed is an issue. He also stated that where the town was required to place the current radar sign does not work because the sun does not hit the solar panel. Councilperson Hamilton stated that meetings held during the day were tough to attend as well because most council members held day jobs that might make them take vacation time to attend. She suggested more conference call meetings and the use of technology moving forward. The council thanked her for taking the time to attend the meeting.

Brad Hebig: Mr. Hebig of High Plains Foam Buildings was present to discuss the Building permit application for Dennis Poole. He stated that since the property was adjacent to Mr. Poole's other property he did not think water and sewer taps should be necessary. Mayor Salisbury stated the property was not adjacent by the definitions in the ordinance. Water and sewer taps would be required as are the monthly payments that help support those systems. Discussion ensued about the definitions and the intended use of the structure as storage with no intention of opening a business. Councilman Craig stated that he supports the property as being adjacent and Councilperson Hamilton stated that she would not support the property being qualified as adjacent. The building cannot be permitted as an accessory structure if it is not adjacent and water and sewer would be required. Discussion continued about the content of the definitions and a possible deed restriction. Clerk/Treasurer Harvey asked Planning Commission representative Anita Morris to confirm that the Poole's had stated at a Planning Commission meeting that they did not want to deed restrict the property in case they needed to sell it separately. It was also noted that the separate irregular parcels may not be eligible for a deed restriction at any rate.

Maintenance/Operator Nuhn stated that the estimated cost of materials for the project would be about \$7,800.00. Mr. Hebig noted that the cost of running the water main would be about \$18,000.00 with the engineering and that it was a large expense for a service that Mr. Poole did not need. Mayor Salisbury stated the property is in the Business District and that a number of buildings in town have taps and pay into a system that they may or may not use, himself included. He noted that the Town of Encampment could not spend that kind of money for the benefit of one individual. Mr. Hebig asked the council if they would further consider the matter if the county would consider a deed restriction. Mayor Salisbury indicated that the council would think about the matter, but that he was not in favor of it. The council thanked Mr. Hebig for taking the time to attend the meeting.

UNFINISHED BUSINESS

Hydrant & Valve Project: Clerk/Treasurer Harvey updated the council on the consensus funding for the Hydrant and Valve project. She noted that \$53,154.71 must be spent to utilize the funding available. She contacted the Carbon County Clerk and confirmed that if the Town is unable to use the Valve portion of the funding due to the high project cost, the funding would need to be returned to the SLIB board. CCCOG would be notified at that time and the funding would likely go to the next project on the consensus list. There are still planned expenses for the Hydrant portion of the project.

Community Fishing Pond Project: Craig Kopasz from Engineering Associates reported that he had obtained the additional information that was requested by email and that the application for the JDR

was currently under review. We should hear from Mike Stanley from the Army Corps of Engineers soon. There are other projects in front of us and they must be handled in order.

Title 9.08 Alcoholic Beverages-2nd Reading of Additional Amendment: Clerk/Treasurer Harvey noted that Attorney Roberts added some additional amendments to the section regarding statutory exemptions for those less than 21 years of age. Councilperson Hamilton noted that the changes looked reasonable to her. Stull moved to approve the second reading of Title 9.08 as amended, Loftice seconded and the motion was passed.

COMMITTEE REPORTS

Planning Commission- Anita Morris: Ms. Morris reported that there were three permits issued and that the Planning Commission had accepted an application for a Conditional Use Permit for use of property for vacation rentals. A Public Hearing on the application will be held on November 1st.

Public Works Department: A written report was submitted. Councilperson Hamilton asked about the repair of the skid unit at the water plant. Maintenance/Operator Tieszen noted that they were awaiting parts for the repair. Hamilton expressed her appreciation for the diligence the employees have used in keeping costs down.

Parks & Recreation Department: Clerk/Treasurer Harvey reported that the Harmony Park installation has begun and that she has heard nothing but positive comments on the project. She noted that the Sagebrush Senior Center Thrift Store has donated \$500.00 toward the project. Councilperson Loftice noted that she could not wait for it to be completed.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Ryan Finney- Ratify Decision to Allow Electrical Easement: Hamilton moved to ratify the decision allow Mr. Finney an easement to run a new electrical line for his property located at 222 Winchell Avenue, Loftice seconded and the motion was passed.

Grand Encampment Museum- Organizational Service Contract-\$1,200.00: Hamilton moved to approve the service contract with the Grand Encampment Museum in the amount of \$1,200.00 as budgeted, Stull seconded and the motion was passed.

Carbon County Library Foundation / Friends of the Library Organizational Service Contracts: Hamilton moved to approve organizational service contracts for each entity in the amount of \$250.00, Loftice seconded and the motion was passed.

CCCOG- Suggestion to appoint a Representative for the 5th Penny Tax Committee: Mayor Salisbury reported that he had attended the last CCCOG meeting and that the 5th and 6th Penny taxes were discussed. CCCOG was in agreement that they did not want them to be on the ballot at the same time. The 6th Penny needs to run its course, and then with a look at the projects and needs be put back on the ballot again at that time. Mayor Salisbury also noted that the 5th Penny is crucial to Encampment.

There had been some discussion about trying to make the 5th Penny tax permanent. He noted that CCCOG was in agreement that they did not want to jeopardize the funding a move to make it permanent may do that.

Hamilton moved to appoint Clerk/Treasurer Harvey to represent the Town of Encampment on the 5th Penny Tax Committee, Loftice seconded and the motion was passed. The November CCCOG meeting will be held in Rawlins.

Grand Encampment Opera House- Exterior Door Handles: Clerk/Treasurer Harvey reported that the exterior door handles at the Opera House are becoming a problem and asked the council for permission to contact a locksmith and get estimates for replacement with a better quality handle, keying them the same as they are now if possible since so many organizations have their own keys. Maintenance/Operator Tieszen reported that there is a tiny mechanism that keeps breaking and that were fortunate enough to have one on hand the last time the door handle to the Bell Tower came apart. The current handles are poor quality. He noted that they could install new ones, but someone may need to come to the facility to take a look at what is needed. Councilman Stull stated that he would be seeing a gentleman from Cheyenne Lock soon and that he would ask if they might be interested in taking a look at the project.

Property Lien- Delinquent Utilities- Block 22 lots 11 & 12: Clerk/Treasurer Harvey reported that the property was delinquent on utilities and has met the criteria to have a property lien placed. Hamilton moved to place a lien for utilities on Block 22 lots 11 & 12, Loftice seconded and the motion was passed.

Tap Application Block 64 lots 7-12- Conley: The application was reviewed by the Public Works Department and the services are available. Hamilton moved to approve the tap application for Mr. Conley, Loftice seconded and the motion was passed.

Property Insurance Renewal- Burns Insurance Agency: Clerk/Treasurer Harvey reported that the insurance had gone up 10% with a cost of \$11,628.00. The renewal was with the same levels of coverage as the prior year. The current policy expires October 31st. It was noted that it is an expensive but necessary thing. Loftice moved to approve the renewal, Stull seconded and the motion was passed.

Grand Encampment Opera House- Floor Cleaning Equipment and Pads: Clerk/Treasurer Harvey reported that the individual that cleans the Opera House had asked if the Town would consider the purchase of a floor cleaning machine and cleaning pads noting that she has used her own machine at the facility and it cleans the floor much better than the mop. Estimates were presented from Amazon.com. Clerk/Treasurer Harvey noted that if the council wanted to consider the purchase she would like to be allowed up to \$250.00 for the purchase as the prices changed frequently on the online service. Hamilton moved to allow up to \$250.00 for the purchase of the machine, Loftice seconded and the motion was passed.

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Executive Session- Contract Negotiation: At 7:40 p.m. Hamilton moved to go into executive session for the purpose of discussing a contract negotiation, Loftice seconded and the motion was passed. Those in attendance were Mayor Salisbury and Councilpersons Craig, Hamilton, Loftice and Stull.

At 8:00 p.m. Hamilton moved to return to regular session and seal the minutes and place them in the safe, Stull seconded and the motion was passed.

Mayor Salisbury stated that the Town of Encampment has been considering the purchase of a lot next to property already under the ownership of the Town of Encampment. The council has decided to make the purchase. The title for Resolution #2017-05 was read into the record.

A RESOLUTION BY THE GOVERNING BODY OF THE TOWN OF ENCAMPMENT, CARBON COUNTY, WYOMING, PROVIDING FOR THE TERMS, CONDITIONS AND AUTHORIZATION OF THE PURCHASE OF BLOCK 21, LOT 6, ENCAMPMENT, WYOMING.

Mayor Salisbury noted that the agreed upon purchase price was \$5,420.35 which includes miscellaneous fees and taxes. Stull moved to approve resolution #2017-05 allowing for the purchase of Block 21 lot 6 at a cost of \$5,420.35, Loftice seconded and the motion was passed.

CORRESPONDENCE:

WAM, CCEDC, UPRSWDD, SPVCC , CCVC, CCEMA, WBC minutes, newsletters, invitations via email

WY-DEQ Copy of Amended order for Power Company of Wyoming-via email

WAM-Energy Lease Program- via email

CCVC- Annual Report

Carbon County-FEMA Flood Risk Update

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

Next Planning Commission Meeting October 4, 2017 at 7:00 p.m.

With no further business, Loftice moved to adjourn at 7:43 p.m., Stull seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: October 12, 2017

Attest:



Doreen Harvey, CMC, Clerk/Treasurer



Greg Salisbury, Mayor