

Town of Encampment  
 Regular Meeting  
 November 9, 2017  
 7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday November 9, 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 and Ben Tieszen, Maintenance/Operator. Also present was Mike Armstrong of the Saratoga Sun.

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

**AGENDA**

Loftice moved to approve the agenda with the additions, Stull seconded and the motion was passed.

**MINUTES**

Stull moved to approve the minutes of the October 12, 2017 regular meeting as distributed, Loftice seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey noted that revenues were at about 31.27% of the projected budget and expenses were at 25.8%. Stull moved to approve the October 2017 financial statement, October 2017 payroll and contracted liabilities in the amount of \$21,007.83, manual payments totaling \$1,786.60 and the regular monthly bills in the amount of \$29,175.33, Loftice seconded and the motion was passed.

<b>MONTHLY BILLS</b>		Quill Corp	52.95	<b>MANUAL CHECKS</b>	
ACM, LLP	1,660.00	Radar Shop, Inc	63.00	Idexx Laboratories	\$68.01
Blue-Cross/Blue-Shield	6,829.18	Riverside Garage & Cabins	38.55	North Park Propane	\$1,216.56
Brooklyn Battery Works	136.82	Saratoga Sun	33.00	Power Service, Inc	\$502.03
Carbon Power & Light	3,943.03	Sewer Equip. of America	308.74	<b>TOTAL</b>	<b>\$1,786.60</b>
Card Center-RNB	213.39	Shively Hardware Co.	129.77		
CNA Surety	125.00	Thatcher Company	507.20	<b>OCTOBER 2017 Payroll &amp; Liabilities</b>	
Corkle Oil, LLC	1,170.55	Trading Post	43.00	AFLAC	82.56
Engineering Associates	709.50	Uline	76.61	Workers Compensation	460.00
Erickson and Roberts, LLC	465.00	Union Wireless	541.02	WRS Deferred Comp 300.00	
Evergreen Disposal	22.50	UPRSWDD	9,911.50	WY Retirement System	2,881.79
Ferguson Waterworks #1701	247.17	USA Blue Book	420.38	WY Retirement- VFD	255.00
First American Title Company	250.00	Xerox Corporation	128.02	Unemployment Insurance	6.30
Forster Landscape & Const.	720.00	<b>TOTAL</b>	<b>\$29,175.33</b>	US Treasury	1,963.72
HACH	192.89			US Treasury	2,284.56
Office Depot	86.36			Net Payroll	12,773.90
Postmaster-Encampment	150.20			<b>Total</b>	<b>\$21,007.83</b>

**PUBIC GUESTS**

There were no public guests.

**UNFINISHED BUSINESS**

Hydrant & Valve Project: No report.

Community Fishing Pond Project: Mayor Salisbury reported that the EPA has determined that they have no jurisdiction on the potential pond area which is good news for the project. Once the Town receives the official reply from the Army Corps of Engineers he would like to discuss the matter further prior to continuing with final design. He noted that he would contact the Wyoming Game and Fish directly about starting on the permits, as they had offered their help. Maintenance/Operator Tieszen stated that it would be nice to have a cost estimate on the project so that the town has an idea of the cost they are looking at.

Title 9.08 Alcoholic Beverages Public Hearing/ 3<sup>rd</sup> & Final Reading: At 7:06 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment on ordinance title *9.08 Alcoholic Beverages* as amended. Hearing no comment the Public Hearing was closed. Hamilton moved to approve the 3<sup>rd</sup> and Final reading of title *9.08 Alcoholic Beverages* as amended, Stull seconded and the motion was passed.

### **COMMITTEE REPORTS**

Police Department- Grayling Wachsmuth, Chief: Chief Wachsmuth reported that everything was going well.

Public Works Department: A written report was submitted. Councilperson Hamilton stated that she appreciated the comments in the report explaining why Wiley Avenue between Emerson Boulevard and Sixth Street had been opened. She also noted that they had done a nice job on the road. Tieszen noted that Maintenance/Operator Jones had done the blade work. He explained to the council that an existing home in the block had always been a seasonal home which now has a full time resident. The existing alley access to the home was not feasible for a 2WD vehicle in the winter time and equipment could not be used in the alley. It was noted that the property owner is responsible to cut in their own driveway and will be subject to a change of address once they move the primary access.

### **ADDITIONS TO THE AGENDA**

Donation of Sign for Grand Encampment Opera House: Clerk/Treasurer Harvey reported that Krista Campbell, the organizer of the Craft Bazaar had donated a hand crafted wooden sign made by Joe's Custom Signs for use at the Grand Encampment Opera House. The sign was displayed at the meeting. Harvey noted that the sign was designed so that Grand Encampment Opera House users could hang a shingle with their event details at the bottom. The council commented on the quality and workmanship of the sign, agreeing to accept the donation by consensus.

### **NEW BUSINESS**

Public Hearing-Thomas Tracy- 205 & 211 W. Eight Street- Conditional Use Application / Recommendation: At 7:12 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment regarding an application for a Conditional Use Permit allowing the property owner to use his structures as "vacation rentals". Councilperson Craig inquired as to the current zoning of the parcel. Clerk/Treasurer Harvey noted that it was an R-1 Residential District, which has not changed from its original designation. She also noted that the Planning Commission members had signed a letter recommending the approval of the Conditional Use Permit. Hearing no further comment,

Mayor Salisbury closed the Hearing. Craig moved to approve the Conditional Use Permit as requested, Loftice seconded and the motion was passed.

Retail Space- The Red Wagon, llc.- Lease Renewal: Loftice moved to approve the renewal of the retail space lease with The Red Wagon, llc at the current terms and rate of \$250.00 per month, Hamilton seconded and the motion was passed.

Mid-Winter Fire School-Up to 8 Members Tuition, Lodging and Expenses: Loftice moved to allow up to 8 members to attend Mid Winter Fire School and to cover expenses, Craig seconded and the motion was passed.

Fire Department- Purchase of Two Sets of Bunker Gear- Estimate \$3,570.00: Clerk/Treasurer and Fire Department Secretary Harvey noted that the department has been trying to replace at least two sets of Bunker gear per year. A quote was presented from Fired Up Rescue in the amount of \$3,570.00. Harvey noted that one long time member needed his gear replaced due to wear and that a newer members gear just does not fit right. Members whose gear does not fit right are not allowed to complete live fire training. Stull moved to approve the purchase of the new bunker gear at a cost of \$3,570.00, Loftice seconded and the motion was passed.

Public Works Department- Replacement of Locator- \$686.99: Maintenance/Operator Tieszen noted that the current locator was well used and had been purchased sometime in the 1980's. Having the unit is critical as it is used every day. Hamilton noted that she appreciated the Public Works Departments due diligence in doing the locates. Hamilton moved to approve the purchase, Craig seconded and the motion was passed.

Public Works- Skid Steer Repairs: Maintenance /Operator Tieszen reported that the skid steer had been transported to the Case dealer but as of meeting time there was no estimate on the cost of repair. He noted that the unit was not running right, had an oil leak and had been smoking. The chain was also skipping and one lever was not in sync. An estimate on its repair was being sought before the matter progressed. The council agreed that the unit needed to be repaired. The clerk will contact the council when a repair estimate is received.

Sagebrush Senior Center- Organizational Service Contract- \$1,250.00: Hamilton moved to issue an Organizational Service Contract to the Sagebrush Senior Center in the amount of \$1,250.00, Stull seconded and the motion was passed with Loftice abstaining.

Atlas Productions-Xerox Copier- Lease renewal \$128.02: Clerk/Treasurer Harvey reported that the lease was up on the current Xerox copy machine. Atlas Productions was the new Xerox vendor and they extended an offer for a new comparable machine at the same rate and terms as the old machine. The rate includes the maintenance and toner. Harvey noted that the features on the machine were all used including the scanner for the ongoing scanning of records. Hamilton moved to approve the lease at a cost of \$128.02 per month, Loftice seconded and the motion was passed.

LGLP Ballot / Information and Suggestions: Clerk/Treasurer Harvey recommended the council consider a vote for Donna Geho who was a Clerk/Treasurer in Wyoming for many years prior taking

a different job. Harvey noted that Geho has a lot of experience and would be a good selection for the board. Stull moved to accept the clerk's recommendation and cast a vote for Donna Geho for the Local Government Liability Pool Board, Craig seconded and the motion was passed.

14<sup>th</sup> Annual Lighting Contest: Hamilton moved to continue the lighting contest and set the prizes at \$75 for 1<sup>st</sup> Place; \$50 for 2<sup>nd</sup> Place and \$25 for 3<sup>rd</sup> Place, Loftice seconded and the motion was passed. Clerk/Treasurer Harvey noted that the judging would likely be December 15<sup>th</sup> and 16<sup>th</sup>.

Town Hall Closure- Friday November 24<sup>th</sup>: Hamilton moved to approve the closure of Town Hall on Friday November 24<sup>th</sup>, Loftice seconded and the motion was passed.

### **OTHER BUSINESS**

Mayor Salisbury interjected the idea of starting a recognition program and issuing an award of some type that a business owner can display at their business. Mayor Salisbury stated that new restaurant the DiVide, has done a great job renovating the building inside and out and has been getting great reviews on the food. He suggested establishing a business of the year, most improved business or some other type of recognition award. Clerk/Treasurer Harvey offered to look into the matter and contact the council so that they could decide what would be appropriate.

Councilperson Stull stated that he would also like to offer the suggestion of a survey to be mailed to residents along with their utility bill. There have been a lot of positive things happening in Town he cited the Harmony Park, park and street improvements, new restaurant and several other positive improvements in the town. He noted that some residents might feel apprehension at coming to a council meeting concerning all aspects of the town. He noted that a survey might be a way of engaging with the citizenry, trying to determine how we are doing or where we are going through that engagement. Participation could be done anonymously. It was noted that survey results can have a lot to do with how a survey is phrased. Consensus was reached that a survey would be a good idea. The clerk will be advised of any pointers or ideas the council has on the matter and something will be developed.

### **CORRESPONDENCE**

**CCLS, SCWEMS, WAM, WAMCAT, CCVC, CCEDC, WYDOT, WBC minutes, newsletters, survey's, etc. via email**

**SCWEMS- Assessment Summary**

**Encampment Riverside Friends of the Library- Thank You**

**Grand Encampment Museum- Thank You**

**BLM- Greater Sage Grouse Mgmt- via email**

**CCEDC- Looking for Representative-Great Divide Economic Development District**

**Wyoming Government Investment Fund- Annual Meeting via email**

**James Gores & Associates- Offering Engineering Services**

**Carbon County Counseling Center-Veterans Outreach**

**CCCOG- November 15<sup>th</sup> Agenda:** Councilperson Hamilton noted that the November CCOG meeting would be in Rawlins. She noted that she would attend unless weather prohibited it. She advised that she would be pushing for the 5<sup>th</sup> Penny Tax committee to try and meet via conference call as they have in the past.

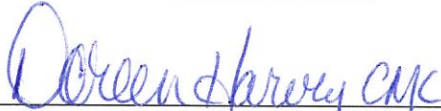
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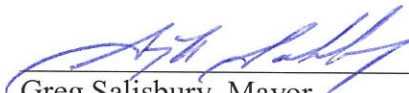
**Next Regular Council Meeting December 14, at 7:00 p.m.**  
**Next Planning Commission Meeting December 6, 2017 at 7:00 p.m.**

With no further business, Hamilton moved to adjourn at 7:32 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: December 12, 2017

Attest:   
Doreen Harvey, CMC, Clerk/Treasurer

  
Greg Salisbury, Mayor