

Town of Encampment  
Regular Meeting  
January 11, 2018

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday January 11, 2018 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; Brandon Jones, Katrina Nuhn and Ben Tieszen, Maintenance/Operators and Martha Ralston, Deputy Clerk. Also present was Craig Kopasz of Engineering Associates, Josh Wood of the Saratoga Sun and Emma Dierks of Bigfoot/Bandit Radio.

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**

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

**FINANCIAL STATEMENT/MONTHLY BILLS**

Stull moved to approve the December 2017 financial statement, December 2017 payroll and contracted liabilities as corrected in the amount of \$25,385.19, manual payments totaling \$4,064.16 and the regular monthly bills in the amount of \$37,044.77 including an additional bill in the amount of \$50.00 to Chez Booze for a Hometown Certificate, Loftice seconded and the motion was passed.

Blue-Cross/Blue-Shield 6,829.18  
Carbon Power & Light 4,460.43  
CCCOG 50.00  
Chez Booze 50.00  
D's Bar and Grill, Inc. 50.00  
Encampment Petty Cash 28.30  
Engineering Associates 3,899.50  
HACH 71.79  
Karl's Auto Repair 50.00  
Martin, Joy 33.75  
Office Depot 42.77  
One-Call of Wyoming 34.75  
Postmaster-Encampment 140.00  
QBS Safeguard 270.56  
Riverside Garage & Cabins 90.36  
Saratoga Auto Parts 1,104.74  
Shively Hardware Co. 424.12  
Skyline Motors, Inc. 695.47

Town of Saratoga 7,500.00  
Trading Post 199.88  
Union Wireless 544.76  
UPRSWDD 9,448.60  
Visa 742.81  
WY Department of Agriculture 25.00  
Xerox Financial Services, LLC 93.65  
Xesi Document Solutions 34.35  
Zeller, Andrea R.J. 130.00  
TOTAL \$37,044.77

**MANUAL CHECKS**  
Francis & Patty Herring \$25.00  
Skyler & Marcy Knotwell \$50.00  
Mark & Karen Rauterkus \$75.00  
Sewer Equip. if America \$39.17  
Visa \$770.99  
Xerox \$93.65

Platte Valley Arts Council \$200.00  
Corkle Oil \$510.36  
Blue Tarp Financial \$2,299.99  
Total \$4,064.16

December 2017 Payroll & Liabilities  
AFLAC 82.56  
Workers Compensation 514.02  
WRS Deferred Comp 300.00  
WY Retirement System 2,881.00  
WY Retirement- VFD 240.00  
Unemployment Insurance 10.41  
US Treasury 2,845.38  
US Treasury 2,141.56  
Net Payroll 16,367.26  
Total 25,382.19

**PUBLIC GUESTS**

There were no public guests.

**UNFINISHED BUSINESS**

Hydrant & Valve Project: No report.

Community Fishing Pond Project: Mr. Kopasz of Engineering Associates stated that he has not done anything further on the project and asked the council if they had reviewed to cost estimate which was presented at \$621,880.80. He wanted to make sure the council wanted to go forward. The estimate was prepared showing the cost of the liner and estimated cost on bidding out the excavation as the most expensive parts of the project. He noted that there were funding sources out there and that Joe Parsons from the SER Conservation Cistrict might be a source for help in looking for grant funding. Mayor Salisbury stated that he was looking into other areas where ponds had recently been completed at lower cost.

Clerk/Treasurer Harvey noted that she had written a grant application to the Wyoming Game & Fish Habitat Trust Fund on the amount of \$40,000.00 and that it was her plan to do another grant application to The Wyoming Wildlife Natural Trust Fund in the amount of \$60,000.00 which is due by March 1<sup>st</sup>. Harvey also noted that an Application to Appropriate Surface Water needed to be completed and that a \$50.00 application fee was required. Mr. Kopasz noted that the application would not be necessary until the project was complete. Mayor Salisbury instructed the clerk to contact Steve Gale from the Wyoming Game and Fish about the matter and instructed Mr. Kopasz to go ahead and complete the design of the pond.

NFPA #25- Internal Inspection of GEOH Fire Suppression System: Clerk/Treasurer Harvey reported that she had not received an estimate from Western States Fire Protection as of meeting time. The company was trying to schedule the testing with others in the area in order to reduce the cost.

August 4<sup>th</sup>, 2018 Music in the Park- Jake Clayton \$4,500.0 Plus Lodging: Clerk/Treasurer Harvey reported that she had contact Mr. Clayton as instructed to see if he was willing to return to Encampment and to get an estimate. She noted that he was willing to return to the town at the same terms as last year which was \$4,500.00, plus lodging. Councilperson Hamilton stated that she was impressed that he was willing show favoritism and to return for that price given his increasing popularity. She also noted that he seems to be well liked by the community. Hamilton moved to approve \$4,500.00 plus lodging for Jake Clayton to perform at the 2018 Music in the Park Event, Loftice 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. The Public Works Department thanked the council for the additional compensation given in December stating that it was really appreciated. Mayor Salisbury and the council members thanked the employees again for all they have done over the past year stating that the compensation well deserved. Mayor Salisbury stated that everyone is doing a great job for the Town all year and that more projects will be coming.

Recreation Department- Doreen Harvey, Clerk/Treasurer: Harvey reported that 1<sup>st</sup> prize for the Lighting Contest had gone to Mark & Karen Rauterkus, 2<sup>nd</sup> Prize went to Skyler & Marcy Knotwell and 3<sup>rd</sup> Prize went to Francis & Patty Herring. She noted that the 32<sup>nd</sup> Annual Winter Carnival is 01-

scheduled for January 26<sup>th</sup> & 27<sup>th</sup>. Judges may be needed for the cook-off event. There will be a Chocolate Cake cook-off event in honor of National Chocolate Cake Day. She noted that event chair Alyson Sneddon has plans for some alternate events if we do not get some snow and that Facebook and Bigfoot Radio will be used to communicate any event changes.

### **ADDITIONS TO THE AGENDA**

There were not additions to the agenda.

### **NEW BUSINESS**

Annual Designation of Depositories, Financial Disclosures, Official Posting Places and Newspapers: Clerk/Treasurer Harvey noted that the current depositories were Rawlins National Bank, Bank of the West, Wyoming Government Investment Fund and WYOSTAR; official posting places are currently the Town Hall, Post Office and the Senior Center and the official newspapers are the Saratoga Sun and the Rawlins Daily Times. Hamilton moved to approve the annual designations as stated by the clerk, Stull seconded and the motion was passed. Financial Disclosure statements were signed by the elected officials and the Clerk/Treasurer.

Resolution #2018-01-Authorizing Street Closure for Sixth Street Sprint: Stull moved to approve Resolution #2018-01 authorizing the closure of Sixth Street for the 32<sup>nd</sup> Annual Sierra Madre Winter Carnival Sixth Street Sprint event, Loftice seconded and the motion was passed.

Resolution #2018-02- Authorizing Street Closure for Sled Events: Craig moved to approve Resolution #2018-02 authorizing the closure of Winchell in the area of the Presbyterian Church for the 32<sup>nd</sup> Annual Sierra Madre Winter Carnival sled events, Loftice seconded and the motion was passed.

Winter Carnival Advertising/Event Prize Money: Clerk/Treasurer Harvey reported that there was prize money available for Winter Carnival Events in the amount of \$1,985.00 and that advertising would be done with Bigfoot Radio, Saratoga Sun and the chamber marquee in Saratoga at an estimated cost of \$500.00. Hamilton moved to approve the estimated expenses for the event, Stull seconded and the motion was passed.

CCSD#2 Rec Board Grant Ideas: Clerk/Treasurer Harvey asked the council if there were any items that they would like to consider for the CCSD#2 Rec Board Grant. Harvey noted that the town generally does an application for about \$10,000.00 including utilities for the opera house, parks department wages, a portion of the Music in the Park event and any other recreational items the Public Works Department would like to consider. Hamilton moved to allow the submit an application for the CCSD #2 Rec Board grant allowing the clerk to use her discretion on what to include in it, Loftice seconded and the motion was passed.

5<sup>th</sup> Penny Educational Campaign- Committee asking Communities for \$1,000.00: Clerk/Treasurer Harvey reported that at the initial meeting of the committee the members had agreed to ask the communities to each donate \$1,000.00 toward the campaign. She noted that the Town had paid that amount into the education campaign in 2010. She noted that the committee discussed doing the same

01-11-2018toe.min  
P.4

types of educational promotion as in the past. Hamilton asked if any of the prior materials were left. Harvey noted that there should still be a banner and that the buttons were designed for use with future campaigns. The council agreed that it would be well worth the expense. Hamilton moved to approve \$1,000.00 toward the 5<sup>th</sup> Penny Tax education campaign, Loftice seconded and the motion was passed.

Catering Permit- Mangy Mouse- Casino Night- January 27<sup>th</sup>: Hamilton moved to issue a Catering Permit to the Mangy Moose for Casino Night January 27<sup>th</sup> at the Grand Encampment Opera House, Loftice seconded and the motion was passed.

SPVCC- Membership Renewal- Current Level \$250.00: Hamilton moved to renew the membership with the Saratoga Platte Valley Chamber of Commerce at the rate of \$250.00, Loftice seconded and the motion was passed.

#### **OTHER BUSINESS**

Councilperson Hamilton reported that she would be attending the next CCCOG meeting on January 17<sup>th</sup> and that the May 2018 CCCOG meeting would be hosted by Encampment.

#### **CORRESPONDENCE**

**CCCOG, CCLB, CCVC, SCWEMS, WAM, SPVCC, WAC, WBC, UPRSWDD minutes, newsletters, etc. via email**

**Carbon County Planning & Zoning-Zone Change**

**State of Wyoming- Cost of Government**

**ENDOW Wyoming-Preliminary Recommendations via Email**

**WAM-JPIC Board Nominations**

**Thank You's**

**Next Regular Council Meeting February 5, 2018 at 7:00 p.m.**

**Next Planning Commission Meeting February 7, 2018 at 7:00 p.m.**


With no further business, Loftice moved to adjourn at 7:17 p.m., Stull seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: February 5, 2018

Attest:

Doreen Harvey, CMC  
Doreen Harvey, CMC, Clerk/Treasurer

  
\_\_\_\_\_  
Greg Salisbury, Mayor