

Town of Encampment  
Regular Meeting  
April 12, 2018  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 12, 2018 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present Cindy Hamilton and Kimberly Loftice. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Police Chief and Brandon Jones, Maintenance/Operator. Also present was Ros Herring of the Planning Commission. Public Guests were John Farr and Clint Bromley. Audience members present were Karran Bedwell, Craig Kopasz of Engineering Associates, Jon Nelson of North Fork Engineering and Josh Wood of the Saratoga Sun.

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

**AGENDA**

Hamilton moved to approve the agenda with the addition, Loftice seconded and the motion was passed.

**MINUTES**

Loftice moved to approve the minutes of the March 6, 2018 regular meeting as corrected, Hamilton seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey noted that at 75% of the budget overall revenues were at 68.76% and expenses are at 56.01%. Hamilton moved to approve the March 2018 financial statement, March 2018 payroll and contracted liabilities in the amount of \$22,820.60, manual payments totaling \$2,522.9 and the regular monthly bills in the amount of \$35,171.78, Loftice seconded and the motion was passed.

Big Bale Company 357.50  
Blue-Cross/Blue-Shield 6,829.18  
Bridger Fabrication, LLC 900.00  
Carbon Power & Light 4,320.94  
CNA Surety 100.00  
Corkle Oil, LLC 303.78  
Karl's Auto Repair 105.00  
LGLP 2,497.00  
NorMont Equipment Co. 164.95  
North Park Propane 695.72  
Office Depot 174.89  
One-Call of Wyoming 2.25  
Postmaster-Encampment 144.20  
Power Service, Inc 964.67  
Riverside Garage & Cabins 27.44  
Rocky Mtn Fire Systems 475.00  
S.C.W.E.M.S. 3,375.00

Sensus USA, Inc 1,715.95  
Shively Hardware Co. 55.71  
Union Wireless 535.15  
Union Wireless, Misc. 268.00  
UPRSWDD 9,024.00  
Visa 1,126.19  
Wachsmuth, Grayling 108.91  
WARWS 435.00  
Xerox Financial Services 93.65  
Xesi Document Solutions 34.35  
Zeller, Andrea R.J. 130.00  
ZEP Sales & Service 207.35  
TOTAL 35,171.78

MANUAL CHECKS  
Big Bale CO. \$113.75  
North Park Propane \$1,336.66  
Thatcher Chemical \$1,045.20  
Visa \$27.33  
TOTAL \$2522.94  
  
AFLAC \$82.56  
Workers Compensation \$474.15  
WRS Deferred Comp \$300.00  
WY Retirement System \$2,973.41  
WY Retirement- VFD 270.00  
Unemployment Insurance \$157.22  
US Treasury \$2,107.18  
US Treasury \$2,125.22  
Net Payroll \$14,330.86  
TOTAL 22,820.60

**PUBLIC GUESTS**

John Farr: Mr. Farr was present with a short update on Carbon County Visitors Council activities and the Continental Divide Gateway Communities project. He noted that the CCVC has a new map at the Visitors Center that is interactive, allowing someone to look things of interest in the county such

as trails, etc. He also noted that Chuck Box has released his newest novel which is #1 on the New York Times bestsellers list. The book has some local area features in it including the tepee burner. He noted that the local chamber was considering putting together a related guide to the features and that the tepee burner would be the natural place to put a sign with information about what it is and tying it into the promotion. He offered his services to help coordinate the signage if the council was interested.

Mr. Farr was also present to ask the Mayor and Council to consider passing a proclamation designating Encampment as a Continental Divide Trail Gateway Community. The trail is one of the top ten projects in the U.S. and the Wyoming Office of Tourism is featuring the Continental Divide Trail and the Gateway Communities, giving them a lot more emphasis. The trail runs from Mexico to Canada and we are approximately in the middle of it, with the majority of activity in June and July from those hiking the entire trail. Whether people are hiking it all or just a section of it there will be information in an app that explains where we are, what we do and featuring the communities as a place to stock up. Currently Rawlins and Pinedale are Gateway communities in Wyoming. There will eventually be signage at the entrances to both Encampment and Riverside featuring them as gateway communities #11 and #12. He noted that there is no obligation to the town. Mayor Salisbury read a portion of the proclamation for the record. Hamilton moved to approve the proclamation as presented and proclaiming Encampment as a Continental Divide Trail Gateway Community, Loftice seconded and the motion was passed. The council thanked Mr. Farr for his hard work stating that the designation will be an asset to the community.

Clint Bromley- Encampment School Vo-Ag: Mr. Bromley informed the council that he was involved in a project where a grant application has been written for \$125,000.00 to build a greenhouse at the school. The project is collated between the Ag Department and the Science Department in order to teach and better prepare students for the future. Their preference is to tie the concrete and Lexan structure measuring 25' x 40' to the south side of the Ag shop in order to help heat it. If the school facilities architect does not approve that location, he asked to council to consider allowing them to enter into a 25-year lease for the tennis court area. He noted that use of what is currently the tennis court area is not common and that even its use by roller skaters or skate boarders is not recent. He noted that he hoped to start construction early summer and that it would not be something that competed with Doggett Greenhouse and that it would be available to the community for use during the summer if someone wanted to use it. It would strictly be built for educational purposes. Loftice suggested that perhaps the Garden Club would like to get involved with the use. Clerk/Treasurer Harvey noted that the Town will need to review any existing documents regarding use of the tennis courts and discuss any lease contents.

Mayor Salisbury noted that he thought the project was a good idea and asked Mr. Bromley to return at the May 10<sup>th</sup> council meeting allowing the town a chance to look into the matter.

#### **UNFINISHED BUSINESS**

Hydrant & Valve Project: No report:

Community Fishing Pond: Mayor Salisbury confirmed with Craig Kopasz of Engineering Associates that the design of the project was at 100%. Mayor Salisbury noted that a lot is happening on the

project and asked about permitting, which is in the works. Soil compaction was also discussed briefly with the note minimal testing has actually been done. It was noted that some of the soil could be compacted after stripping off the peat. Kopasz informed the council that if the State Engineers Office needs anything for permitting to let him know. He thinks that the application for appropriation might require a mylar map.

Union Telephone Franchise Agreement and Suggested Ordinance: Clerk/Treasurer Harvey noted that she had not located an existing franchise agreement. An ordinance was passed in 1994 which is not in the current ordinance book. In 2010 Union had contacted the town seeking a copy of the agreement when they wanted to run a phone line down into a ranch property in town, indicating they did not have a copy of it either. They had asked the council to pass an ordinance at that time. The council had written a letter to Union stating that they did not want to pass an ordinance for that specific issue. Consensus was reached to postpone the matter again pending further review.

### **COMMITTEE REPORTS**

Planning Commission- Ros Herring: Mrs. Herring reporting that the Planning Commission has two matters of unfinished business that they are waiting on residents to come in and address. She noted that they also had two matters of new business. A permit was issued for a ramp and an application for a new house was postponed and sent back to the applicant asking for a better drawing. The revised drawing on the application has been reviewed and is much better.

Department of Public Works- Brandon Jones, Maintenance/Operator: A written report was submitted and Maintenance/Operator Jones reported that everything is going good.

### **ADDITIONS TO THE AGENDA**

North Fork Engineering- Master Services Agreement: Hamilton moved to approve a Master Services Agreement with North Fork Engineering, Loftice seconded and the motion was passed.

### **NEW BUSINESS**

2008 Specific Purpose Tax- 6<sup>th</sup> Penny Termination Scenarios: Scenarios for terminating the tax by June, December or taking no action were discussed. Hamilton noted that the County was pushing for a June payoff hoping to save on interest. Council members agreed that they have no problem forgoing a bit of revenue to ensure Hanna and Dixon get their full collection. Mayor Salisbury stated that the tax is a very good tax and that the Town of Encampment has used it well and that it can be completed early is a great thing. However, the potential of a getting the tax on the ballot quicker or by special election is not something he is in favor of. He would like to wait until everyone is ready to go with projects and wants no confusion or conflict with the 5<sup>th</sup> penny tax. He noted that if we have to wait, that is what we told the constituents when the tax was passed. Council agreed to stand with his statements. Hamilton moved to approve option number three which would be doing nothing and allowing the tax to run its course. However, further discussion on options one and two ensued. The council again agreed that they had no issue ensuring that Hanna and Dixon realize their full collection of the tax and that they do not think option number one would be best. They began to consider option number two which would pay the tax off earlier and allow for breathing room before jumping it back on the ballot. Hamilton moved to amend her previous motion and choose option number two by

04-12-2018toe.min

P.4

resolution to terminate the tax by December, Loftice seconded and the motion was passed. The council agreed that it was a tough decision and that by meeting in the middle they were helping to get it done.

CCCOG Meeting- May 16<sup>th</sup> in Encampment: Councilperson Hamilton reminded the council that CCCOG was holding a Special Meeting April 18<sup>th</sup> in Rawlins to discuss paying off the bonds early. Mayor Salisbury stated that he would be attending the meeting. Hamilton noted that she would also be there as well as she is Vice Chair. Clerk/Treasurer Harvey reported that the May 16<sup>th</sup> CCCOG meeting would be in Encampment. She asked the council if they would like to serve a meal and perhaps see if Cheryl Munroe and Pro-Start would like to handle it as in the past. Hamilton moved to allow the clerk to handle the decisions for the meeting, Loftice seconded and the motion was passed.

WASCOP Conference- Chief Wachsmuth- Tuition \$185.00, Lodging and Expenses: Chief Wachsmuth stated that the Wyoming Association of Sheriffs and Chiefs of Police put on a good conference. Loftice moved to approve the attendance to the conference and to cover expenses, Hamilton seconded and the motion was passed.

Cody Fire School- Up to 8 Members- Tuition , Lodging and Expenses: Clerk/Treasurer and Fire Department Secretary Harvey noted that they like to have permission for up to 8 to go, but sometimes it is 6 or 8 that go. Hamilton moved to allow up to 8 members to attend Cody Fire School and to cover tuition, lodging and expenses, Loftice seconded and the motion was passed.

WARWS Spring Conference- Brandon Jones- Tuition \$435.00, Lodging & Expenses: Hamilton moved to allow Maintenance/Operator Jones to attend the WARWS Spring Conference and to cover tuition, lodging and expenses, Loftice seconded and the motion was passed.

SCWEMS Joint Powers Board- Representative: Mayor Salisbury reported that he had talked to Mark Dunning and that he says he cannot be the towns representative to SCWEMS as planned. He has too many conflicts and that he is sorry, but he is just overrun. Mayor Salisbury also reported that he was very happy that Karran Bedwell has agreed to be the representative for the Town of Encampment. He noted that she will be a great asset to the board and thanked her for being willing to do it. She has 8 years of experience at the hospital and has a background with SCWEMS. The council agreed that with her extreme experience she may be just what the board needs. Hamilton moved to appoint Karran Bedwell to represent the Town of Encampment on the SCWEMS Board, Loftice seconded and the motion was passed. The council thanked her for her willingness to step into the situation on the board.

Advertising for Seasonal Employees: Maintenance/Operator Jones noted that they would like to have three employees again. One employee from last year may reapply which would work out well for training purposes. Hamilton moved to advertise for seasonal employees, Loftice seconded and the motion was passed.

Public Works Department- Purchase of Weed Eaters: The purchase of two weed eaters at a cost of \$655.92 was discussed. A discount was offered with the purchase of two with one being set aside for future use. Hamilton moved to approve the purchase, Loftice seconded and the motion was passed.

04-12-2018toe.min

P.5

Waterworks Industries- Estimate for Materials- \$3,725.80: Clerk/Treasurer Harvey noted that the quote presented was for general maintenance items and water meters. Hamilton moved to approve the purchases, Loftice seconded and the motion was passed.

Sewer Department- Purchase of two Aerator Motors- \$3,122.00- Propellers \$915.00: Maintenance/Operator Jones reported that there is currently one motor down. The current problem is a mixture of items being flushed and rodents that chew wiring. A lot has been done to try and scale back what is reaching the motors by installation of screens, but items are still being flushed and there is already stuff in the lagoon when it turns over. Screens are being cleaned every day, but the motors lock up and overheat. Hamilton moved to allow the purchase of the motors and the propellers at a cost of \$4,037.00, Loftice seconded and the motion was passed. The council agreed that we need to continue to look into the issue.

ESRI GIS Support-Annual Renewal \$1,750.00: Hamilton noted that she understands the significance of maintaining support on these systems. Hamilton moved to approve the renewal of the ESRI GIS annual support, Loftice seconded and the motion was passed.

Building Permit- William and Pamela Moore- 617 Barnett Avenue: Clerk/Treasurer Harvey reported that the contractor needs to start the project. New drawings for the project were submitted and that the Planning Commission has reviewed them with the majority giving their approval. Planning Commission member Ros Herring noted that the drawings were better than what had been submitted and that she did not think they would need to cut down any trees. Hamilton noted that it appears the setbacks have been met. Loftice moved to approve the application and issue the building permit, Hamilton seconded and the motion was passed.

1<sup>st</sup> Reading of Ordinance 03.02.2018- FY17/18 Budget Amendment: Clerk/Treasurer Harvey reported that the current budget has \$983,128.74 in revenue and expenses and that the amended budget would have revenue and expenses totaling \$1,006,582.22. Unplanned revenues and expenses and the landfill increase were noted as some of the reasons for the amendment. Loftice moved to approve the 1<sup>st</sup> reading of the FY17/18 Budget Amendment as presented, Hamilton seconded and the motion was passed.

1st Reading of Ordinance 03-02-2018- FY18/19 Budget: Clerk/Treasurer Harvey noted that current revenues were estimates at \$952,947.99 and expenses were estimated at \$981,388.36 with a current deficit of \$28,440.37. All budget estimates are not in yet. It is unknown if the landfill or SCWEMS will be increasing their rates. Hamilton moved to approve the 1<sup>st</sup> reading of the FY18/19 budget as presented, Loftice seconded and the motion was passed.

Public Works Department- Year End Purchases-10 Loads Road Base \$5,000.00; 2 Loads Washed Rock- Project \$1,320.00; Tires for 2008 Chevy \$500.00; Chains for the Skid Steer & Backhoe \$1,320.00 plus Freight: Mayor Salisbury stated that he would also like to add two loads of sand to the list of purchases. There is an opportunity to get two additional loads of sand for the volleyball pit from Seminole for the cost of hauling it, possibly by Fritz and Sons. The cost would be about

04-12-2018toe.min  
P.6

\$1,000.00. Hamilton moved to approve the year-end purchases as presented with the addition of the sand at a cost of up to \$1,000.00, Loftice seconded and the motion was passed.

Resolution 2009-01 Encampment Cemetery Fees- Suggested Amendment: Clerk/Treasurer Harvey reminded the council that they had agreed to discuss the increase of some fees with last years budget discussions. She suggested an amendment to resolution 2009-01 stating that the current cemetery fees have been in place for a very long time and that in researching the matter she has determined that the Town is considerably lower in cost then a lot of communities. Cemetery revenue is designated to the perpetual care of the cemetery. She suggested setting the rate for plots at \$100.00 per plot for residents, \$250.00 per plot for non-residents and the opening/closing costs to 100.00 for cremains on weekdays and \$150.00 for cremains evenings, weekends and holidays and the opening/closing for full burial \$150.00 for weekdays and \$275.00 for evenings, weekend and holidays. The current cost of opening/closing does not cover actual costs. The council agreed that the current rates had been in place for a long time. Hamilton moved to amend resolution 2009-01 reflecting the new fees as presented, Loftice seconded and the motion was passed.

Resolution 2018-03 Camping in Public Places for Specific Events: Loftice moved to approve resolution 2018-03 allowing for camping in public places during specific events, Hamilton seconded and the motion was passed.

Building Permits- Amendments to fees: Clerk/Treasurer Harvey noted that another area of fees to consider were the building permit fees. A suggestion was made to amend the resolution to have fences, signs and projects up to \$15,000.00 remain at \$25.00; projects over \$15,000.00 to be increase to 2/10<sup>th</sup> of 1% of the cost of the project with a minimum of \$50.00. She noted that the Planning Commission had also discussed the matter agreeing that an increase was in order. Hamilton moved to amend the Building Permit fees as suggested, Loftice seconded and the motion was passed.

#### **CORRESPONDENCE**

**CCCOG, WAM, CCVC, SPVCC, SCWEMS, UPRSWDD, ENDOW, CCEDC minutes, newsletters, etc. via email**

**WYDOT Local Government Coordinator- TAP Program via email**

**Invenergy-Ekola Flats wind energy project**

**Wyoming Water Development Office- Notice of intent to adopt rules**

**Wyoming Business Council Newsletter-via email**

**WY DEQ- Notice of request for a Permit & Hearing- TB Flats Wind Energy project via email**

With no further business, Hamilton moved to adjourn at 8:01 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: May 10, 2018

Attest:

  
Doreen Harvey, CMC, Clerk/Treasurer

  
Greg Salisbury, Mayor