

Town of Encampment
Regular Meeting
July 12, 2018

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday July 12, 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, Chief of Police and Martha Ralston, Deputy Clerk. Also present was Ros Herring of the Planning Commission. Public Guests were Karran Bedwell, SCWEMS Representative; Josh Craig and Shannon Fagan of Mother Mountain Anglers and Irene Archibald and Anita Morris of the Grand Encampment Museum. Also present was Helen Wieland, George Bauer, Craig Kopasz of Engineering Associates; Jon Nelson of North Fork Engineering; Emma Dierks of Bigfoot Radio and Josh Wood of the Saratoga Sun.

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

AGENDA

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

MINUTES

Hamilton moved to approve the minutes of the June 14, 2018 regular meeting, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that the close of the budget year revenues were at 86.91% and expenses were held to 74.02% of the projected budget. Stull moved to approve the June 2018 financial statement, June 2018 payroll and contracted liabilities in the amount of \$24,465.15, manual payments totaling \$3,101.62 and the regular monthly bills in the amount of \$34,354.45, Loftice seconded and the motion was passed.

Adapco 10,304.25
Blue-Cross/Blue-Shield 7,230.20
Carbon County E.D.C. 250.00
Carbon Power & Light 3402.15
Erickson and Roberts, LLC 621.00
Evergreen Disposal 22.50
Grand Enc. Cowboy Gathering 500.00
One-Call of Wyoming 37.50
Perue Printing 17.70
Pioneer Irrigation, LLC 485.10
Riverside Garage & Cabins 188.90
Saratoga Auto Parts 116.43
Saratoga Sun 181.50
Shively Hardware Co. 59.96
Sierra Madre Muzzle Loaders 500.00

Trading Post 73.52
Union Wireless 534.66
UPRSWDD 9696.25
Valley Foods 32.22
WAM 572.81
Xerox Financial Services, LLC 93.65
Xesi Document Solutions 34.35
TOTAL 34,954.45

MANUAL CHECKS
Riverside Garage 56.51
North Park Propane 918.74
Spillman Technologies 1,349.83
Xesi Document Solutions 52.80
F&S Trucking \$880.00

UPRSWDD \$9,646.16
TOTAL \$12,904.04

AFLAC \$76.72
Workers Compensation \$493.52
WRS Deferred Comp \$300.00
WY Retirement System \$3,061.84
WY Retirement- VFD 270.00
Unemployment Insurance \$53.66
US Treasury \$1,994.14
US Treasury \$2,361.74
Net Payroll \$14,360.78
TOTAL 22,972.40

PUBLIC GUESTS

Karran Bedwell, South Central Wyoming EMS: A written report was submitted to the council. Mrs. Bedwell was present to update the council on some of the activities on the board since she became a representative for Encampment. She noted that Classic Air would be providing coverage for \$31.00 per household for residents if a flight were deemed necessary. The rate is discounted from \$81.00 per year. The coverage for this year would be taken from impact money. Criteria would need to be met to justify the necessity of the flight. Private Insurance and Medicare would still be billed. Tourists

would still be billed for the service through normal means. She also noted that 5 applications were received for the Ambulance Director position and 2 for the Bookkeeper position and that Helen Wieland has replaced Kelly Ralston as the representative for the Town of Riverside. Virginia Parker is now the Encampment Station Manager. She also noted that the council would be sent minutes and financials from the board on a regular basis and that she would like to come to the council meeting on a quarterly basis to advise the council of the boards activities. She reported that there have been lots of changes and questions being asked at board meetings and stated that the board is a good group of people that work well together. She expects many improvements and lots of new ideas. The council thanked her for serving and for all that she has done.

Kathy Weinsaft- Wyoming Association of Rural Water Systems: Ms. Wiensaft stated that she was in the area doing training for the Sierra Madre Water & Sewer Joint Powers Board and the Town of Saratoga and thought she would take the opportunity to stop by and introduce herself to the Town Council. She explained that the Town of Encampment pays dues to WARWS who is a 501c6 representing all public and community water systems in Wyoming. They lobby for rural systems and offer information and training on water, wastewater, solid waste management and utility management and sustainability. She noted that there are two conferences a year. Spring conference is held in Casper and a fall conference that is held at different locations around the state each year. Training for officials and decision makers is offered at each of the events. Elected officials and decision makers are held accountable for their decisions and actions, not the operator. Training can help answer questions they may have. Regulations from EPA help to keep our water safer than bottled water which does not have the same requirements. She also noted that upcoming source water protection exercises were going to be held by Source Water Specialist Miles Edwards. Councilman Craig stated that the Town of Encampment does have a Source Water Protection Plan in place and that it would not hurt to review it. She closed by thanking the council for being a member of WARWS and reminded them of their website which has training, EPS rules and resources and that they also have a Facebook Page. The council thanked her for taking the time to stop by.

Mother Mountain Anglers- Josh Craig, President and Shannon Fagan, Treasurer: Ms. Fagan thanked the council for their support of the disc golf tournament and presented them with a flag from the event and t-shirts. She noted that the third course at the Lions Arena was a ton of fun. Mr. Craig added his thanks for all of the things that were done to help prepare for the event and for the use of the stage. The number of attendees was about the same as last year, but some of the faces were new. The *MountainUS* reggae band out of Ft. Collins seemed to be liked by the crowd. Another Summit to Headwaters Music in the Park event will be held July 11th featuring *Pappy Longlegs*. They are considering another tournament this fall, possibly a doubles tournament. Mayor Salisbury asked if they thought the course was being used. They stated that lots of people were using it and some people are just learning that Encampment has one. Ms. Fagan stated that they are working on maps which will eventually have distance and par and other information on them. The maps can be placed on the Town of Encampment website and Facebook page when available. The council thanked them for the event and for taking the time to attend the meeting and all they are doing.

Grand Encampment Museum- Irene Archibald, Treasurer and Anita Morris: Ms. Archibald, Treasurer for the Grand Encampment Museum was present to advise the council of an issue with their sewer service line that began last week. They had trouble getting a plumber and finally reached one out of

Laramie who ran a camera down the line and could see the issue but could not determine what it was. Cleanouts were installed and they thought they got it, but the blockage was still there and was 200' into the line. Local plumber George Bauer has advised that the final repair could be \$3,000.00-\$4,000.00 dollars. Archibald asked the council for help in covering the cost. The area has been dug up twice by a local contractor and the bills are mounting. Discussion ensued about possibilities of what may have happened with a root lifting and breaking a specific type of connection commonly used as a joint in service lines. The council reviewed images from a cell phone Mr. Bauer had. Mayor Salisbury that he had talked with Maintenance/Operator Tieszen and Mark Dunning, President of GEM about the matter. It was noted that Maintenance Operator Nuhn had advised museum personnel that the service line was their responsibility, which was an accurate statement. Councilman Craig also stated that they went and checked the main, which is standard procedure on a sewer service line blockage. Mayor Salisbury agreed that the service line belongs to the museum and asked what it is the museum would like from the Town. Mrs. Archibald stated that the repair is a big financial hit to the museum. Discussion continued about the service line and the section that was affected. Hamilton asked why the town crew did not dig up the line and Mrs. Archibald stated that Maintenance/Operator Nuhn had advised the museum personnel that they could not compete with contractors by working on service lines. The council agreed that the statement was normal procedure for service lines. Mayor Salisbury tried to determine if there was a portion of the issue the council could discuss for cost share. He noted that the town covering the cost of any service line in Encampment would open up a big can of worms. Consensus was reached to have the museum submit invoices for the repair to the council for review and discussion once the final costs were known. Mayor Salisbury stated that the museum does great things, but that the town cannot start covering maintenance costs on a regular basis. The council thanked them for coming to explain the issue.

UNFINISHED BUSINESS

Hydrant and Valve Project: Clerk/Treasurer Harvey reported that the Public Works Department had advised that they installed one of the hydrants this week. Mayor Salisbury stated that he will be setting a meeting and getting a list together for other projects.

Community Fishing Pond Project: Mayor Salisbury reported that the Public Works Department has been working on the road on the west side of the area to start the drainage and to try and determine if it is clay and whether scrapers or an excavator are needed.

Union telephone Franchise Agreement and Suggested Ordinance: Postponed to the August meeting.

DEQ Fence Violation at Landfill Site: Craig Kopasz of Engineering Associates reported that he had talked with Maintenance/Operator Nuhn and Randy and that the fence will be replaced in the same location with a smoother wire and less posts to help with snow removal. An email had been sent to council depicting the property boundary and the fence line. The town had not received a copy of the letter of violation which Kopasz stated he would provide. Discussion ensued about the property line and the history of pushing to get the area closed in 1995. Councilman and former Director of Public Works Craig and Mayor Salisbury, who was also Mayor at that time, reported remembering steps taken to close the landfill at that time. Fences, locks on monitoring wells and settling trenches were addressed at that time. Kopasz noted that the fence will need to be replaced by the end of July. The towns records on the matter will be reviewed.

COMMITTEE REPORTS

Police department- Grayling Wachsmuth, Chief: A written report was submitted and Chief Wachsmuth reported that all was going well.

Clerk/Treasurer- Doreen Harvey: Harvey reported that she has a property who has met the delinquent utility criteria for the placement of a lien and asked the council for permission to place it. Stull moved to approve the placement of a lien on Block 54 lots 13-17, Craig seconded and the motion was passed.

ADDITIONS TO THE AGENDA

Planning Commission memo to Council: The Planning Commission reported via memo that a Conex storage container had show up on property in the business district without a permit. The property is the same parcel the council had denied a building permit on without the extension of water main or a deed restriction. Mayor Salisbury stated that he thinks that Conex Storage needs to be addressed more clearly in the ordinance. Council discussed the fact that there is no such thing as a 'temporary structure' in the Town of Encampment. Permits are required for all storage. Planning Commission member Anita Morris stated that two permits have been issued for Conex storage containers in town and they were issued before their placement. The council agreed that the container should be removed. The clerk was instructed to draft a letter to the property owner for review and signature by the mayor.

Washed Rock for Hydrant and Valve Project: Clerk/Treasurer Harvey reported that the Public Works Department has requested the purchase of two loads of washed rock for the hydrant and valve project at \$400.00 a load. A portion of the purchase will be reimbursed by grant funds. Stull moved to allow the purchase at a cost of \$800.00, Hamilton seconded and the motion was passed.

NEW BUSINESS

Memorandum of Understanding-Ekola Flats-Ratify Decision to Sign: Clerk/Treasurer Harvey noted that the Town of Encampment was asked to sign an MOU for the Ekola Flats impact funding even though they had claimed no impact to Encampment. That MOU was needed prior to the council meeting and the council had agreed it should be signed. Hamilton moved to ratify the decision to sign the MOU, Loftice seconded and the motion was passed.

Trans West Powerline- Anticipated Impacts: Clerk/Treasurer Harvey reported that the Trans West Powerline will also be up for discussion of impacts soon and the council should think about and be ready to identify any impacts from that project on short notice as well.

ACM, LLP- Financial Compilation Audit- Letter of Engagement: Clerk/Treasurer Harvey reported that the cost would be \$3,300.00 which is slightly less than last year. Craig moved to approve the letter of engagement with ACM, LLP, Stull seconded and the motion was passed.

Community BBQ- Purchase of Food: Clerk/Treasurer Harvey reported that the food for last years BBQ was about \$850.00 and that leftover food had been distributed for donation at cost. She noted that Mark at the Trading Post has been out of town and that she assumed the cost would be similar to

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last year with perhaps a marginal increase. Stull moved to allow up to \$1,000.00 for the purchase of food for the BBQ, Craig seconded and the motion was passed.

Organizational Service Contracts- Mtn Man Rendezvous \$500.00; Cowboy Gathering \$500.00; Carbon County Economic Development Corporation \$250.00: Hamilton moved to approve the organizational service contracts as presented, Craig seconded and the motion was passed.

Town Hall Table & Chair Rental Costs: Clerk/Treasurer Harvey reported that since the council had been reviewing some of the fees that they might want to look at table and chair rental fees. They are currently \$5.00 for tables and \$5.00 for chairs no matter how many. She noted that what is happening is that we are the cheapest and we are renting out all 16 tables and 100 chairs for weddings and private parties for \$10.00. It has become time consuming. She suggested that the council consider \$5.00 for every two tables and \$5.00 for every 16 chairs. The fees have been the same for nearly a decade. Hamilton moved to approve the suggested incremental rate, Stull seconded and the motion was passed.

Employee Wage Increase: Mayor Salisbury reported that expenses had been light and that the town had been frugal for the last few years. He noted that the employees have all done an exemplary job and that heard has heard nothing but good things. He asked the council to consider giving a \$1.00 per hour raise to the full time employees. Craig moved to approve a \$1.00 an hour raise for all full time employees retroactive to July 1st, Stull seconded and the motion was passed. Mayor Salisbury went further to state that the town looks really good, everything is running smooth and that the increase was a step in the right direction.

Executive Session Possible Litigation & Contract Negotiation: At 7:57 p.m. Stull moved to enter into executive session for the purpose of possible litigation and contract negotiation, Loftice seconded and the motion was passed. Those in attendance were Mayor Greg Salisbury; Council members Bill Craig, Cindy Hamilton, Kim Loftice and Gary Stull. Also in attendance was Clerk/Treasurer Doreen Harvey. At 8:10 p.m. Stull moved to return to regular session and seal the minutes and place them in the safe. No action was taken.

CORRESPONDENCE

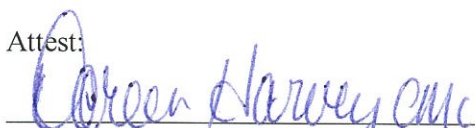
CCCOG, WAM, SPVCC, SCWEMS, UPRSWDD, newsletters, etc. via email
DEQ- Ekola Flats- Public Hearing-via email
Carob County Clerk-Impact Funding-via email
WAM Energy Lease Program-Via Email
Wyoming Department of Revenue- Taxing Issues
Wyoming Business Council Community Review Opportunity
James Gores & Associates- Offer of Services

With no further business, Craig moved to adjourn at 8:11 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: August 1, 2018

Attest:


Doreen Harvey, CMC, Clerk/Treasurer


Greg Salisbury, Mayor