

Town of Encampment
Regular Meeting
December 13, 2018
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday December 13, 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 and Brandon Jones, Maintenance/Operator. Audience members were Council-Elect Shannon Fagan, Josh Craig, Stas Banach, Josh Wood of the Saratoga Sun, Richard Hodges of the Rawlins Times and Emma Diercks of Bigfoot Radio.

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

Mayor Salisbury advised that before the meeting went any further, he would like to thank outgoing council member Cindy Hamilton for her years of service. He noted that it has taken a lot of dedication and a lot of her time especially with her involvement in CCCOG. He noted that it has taken a lot of effort but that we have gotten a lot done. The remaining council agreed and extended their thanks as well. Council member Hamilton stated that it has been great, it has been nice to be a part of the bigger picture and that she has enjoyed having the opportunity.

AGENDA

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

MINUTES

Harvey noted that she had been advised of the typos in the minutes. Stull moved to approve the minutes of the November 8, 2018 regular meeting as corrected, Craig seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that at 41.65% of the budget year revenues were at 38.1% not including the recent Specific Purpose Tax distribution. Craig moved to approve the November 2018 financial statement, November 2018 payroll and contracted liabilities in the amount of \$23,935.39, a late monthly payment totaling \$373.48 and the regular monthly bills in the amount of \$36,174.40, Loftice seconded and the motion was passed.

ACM, LLP \$1,300.00
Apex Communications \$995.40
Blue-Cross/Blue-Shield \$7,230.20
Bridger Fabrication, LLC \$4.88
Carbon Power & Light \$4,710.57
CNA Surety 200.00
Corkle Oil, LLC 641.50
Dearborn National Life Ins. Co. \$53.94
Energy Laboratories Inc. \$44.00
Grainger, Inc 199.80
HACH \$2,063.25
I.I.M.C. \$170.00
J.P. Cooke Company \$38.05
North Fork Engineering, LLC \$1,206.00
North Park Propane, LLC \$1,018.27
Postmaster-Encampment \$440.00
Quill Corp \$133.32
Riverside Garage & Cabins \$179.70

S.C.W.E.M.S. \$3,375.00
Saratoga Auto Parts \$614.51
S.P.V.Chamber of Commerce \$250.00
Shively Hardware Co. \$463.55
Trading Post \$29.70
Union Wireless \$534.76
UPRSWDD \$9,355.00
WAM \$225.00
WARWS \$450.00
Xerox Financial Services, LLC \$93.65
Xesi Document Solutions \$34.35
Zeller, Andrea R.J. \$120.00
TOTAL \$36,174.40

MANUAL CHECKS
Sundahl, Powers, Kapp & Martin
\$373.48
TOTAL \$373.48

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Dearborn Life Ins. \$0.00
Workers Compensation \$566.27
WRS Deferred Comp \$300.00
WY Retirement System \$3,310.18
WY Retirement- VFD \$255.00
Unemployment Insurance \$0.00
US Treasury \$2,300.88
US Treasury \$2,266.96
Net Payroll \$14,859.38
TOTAL \$23,935.39
US Treasury 2,092.92
US Treasury 2,282.54
Net Payroll 14,351.77
TOTAL 22,092.98

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

Specific Purpose Tax Projects: Mayor Salisbury noted that CCCOG was trying to push everything through at the last meeting to meet deadlines which made for an interesting meeting. He noted that there were initially seventy-five million dollars of suggested projects and that everyone was asked to make quick changes at the meeting to bring it way down. He noted that most everyone present came down on cost. He noted that Encampment dropped from 3.1 million dollars down to 2.7 million and changed some things around. Sewer mains replacements were increased to 15 blocks. Mayor Salisbury asked if there were any questions on the changes He noted that it would now be up to the voters to decide if the tax would pass.

Specific Purpose Tax Projects. North Fork Engineering Task Order: Mayor Salisbury noted the big rush resulted in the need to get a task order going for engineering. Clerk/Treasurer Harvey noted that she was looking into a State Land and Investment funding opportunity, a possible Mineral Royalty Grant and options for additional funding in case the tax does not pass. Either way the engineering will need to be in place. Items A, B, C and I of the task order presented apply before we know if the tax passes at a cost of about \$84,500.00. Stull moved to approve the task order with North Fork Engineering as presented, Craig seconded and the motion was passed.

COMMITTEE REPORTS

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

Planning Commission: Clerk/Treasurer Harvey advised the council that the Planning Commission did not meet because there were no permit applications.

Public Works Department: A written report was submitted. Maintenance/Operator Jones reported that all was going good.

Clerk/Treasurer- Doreen Harvey, CMC: Clerk/Treasurer Harvey reported that there were three delinquent utility accounts with property liens in place. She asked the council if they would like her to talk to the new town attorney to see if his philosophy on matter was the same as his predecessor. Stull moved to allow the clerk to contact the attorney regarding delinquent utilities, Loftice seconded and the motion was passed. Harvey also reminded the Council that the judging of the lighting contest was the coming weekend and asked the to advise her if they had any favorites.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Resolution 2018-05 Interfund Loan from Economic Development Loan Fund for Electrical Repairs at Grand Encampment Business Park- Mill Site: Mayor Salisbury stated that he spoke with the contractor and that the Fire Marshal is currently overlooking the plans for repair. Stull moved to

approve Resolution #2018-05 authorizing an interfund loan from the Economic Development Loan Fund in the amount of \$106,875.00 for electrical repairs at the small mill in the Grand Encampment Business Park with the understanding that if the cost exceeds the contract another resolution will be required, Loftice seconded and the motion was passed. Clerk/Treasurer Harvey noted that she would transfer funds only as they are spent.

Resolution 2018-06 Authorizing a State Lands and Investment Board Loan Application for a portion of the Sewer Lagoon Improvements: Clerk/Treasurer Harvey advised the council that she looking for additional funding as match for the sewer lagoon improvements. She noted that she was looking at a SLIB (State Land and Investment Board) loan with 75% principal forgiveness. The matter could be put off, but she suggested the Town consider the application now so that the Town of Encampment would have good placement for consideration. Craig moved to approve resolution #2018-06 authorizing the application, Loftice seconded and the motion was passed. Clerk/Treasurer Harvey noted that there would need to be a Public Hearing on the matter at the January 10th meeting as part of the application requirements.

Ratify Purchase of Controller form HACH- \$1,992.15 plus freight: Clerk/Treasurer Harvey advised that the Town has receive the invoice and the total with freight was \$2,063.25. Craig asked Maintenance/Operator Jones if it was the turbidimeter, which has been an ongoing issue. Jones noted that it was and that during routine calibration it was noticed that something was wrong. Loftice moved to ratify the purchase of the of the controller, Stull seconded and the motion was passed.

33rd Annual Sierra Madre Winter Carnival- Button Contest Prize Money \$50.00: Clerk/Treasurer Harvey noted that the contest would be open to the public this year and that the prize money would need to be awarded soon. Stull moved to approve the \$50.00 prize money for the 33rd annual Sierra Madre Winter Carnival button contest, Loftice seconded and the motion was passed.

HACH Annual Service Contract Renewal- \$6,081.00: Councilperson Hamilton asked what the contract covered. Maintenance/Operator Jones noted that every three months they clean and go through instrumentation at the water plant. Councilperson Craig also noted that it includes professional servicing and calibration. Craig moved to approve the renewal of the HACH service contract at a cost of \$6,081.00, Loftice seconded and the motion was passed.

Anton, Collin & Mitchell, LLP-Financial Compilation Report: Clerk/Treasurer Harvey reported that the report had been sent by email to the council and that she had hard copies available if anyone needed one. She noted that the council was required to review and accept the report. Loftice moved to accept the Financial Compilation Report as presented by ACM, LLP, Stull seconded and the motion was passed.

Fire Department- Purchase of Two Sets of Bunker Gear-\$3,648.00: Clerk/Treasurer and Fire Department Secretary Harvey noted that the Fire Department would like to continue with their replacement plan of two sets of bunker gear a year. Stull moved to approve the purchase of two set of bunker gear at a cost of \$3,648.00, Craig seconded and the motion was passed.

Rocky Mountain Air Solutions- Chlorine Gas for Water Plant: Maintenance/Operator Jones advised the council that they were looking at switching distributors for chlorine and that Rocky Mountain Air Solutions was faster, cheaper and closer than the current distributor. The new representative would be out of Laramie with the supply coming out of Colorado. Councilman Craig noted that historically a cheaper supplier could not be found. Craig moved to approve the service contract in the amount of \$1,084.54 plus the cost of bottle rent, Stull seconded and the motion was passed.

Encampment Riverside Friends of the Library Fund Raising Request: Clerk/Treasurer Harvey noted that there is \$1,250.00 available for the local Library in the budget for the council to distribute how they see fit. The council discussed past donation attempts and lost or outstanding checks. Hamilton moved to approve \$500.00 for the Encampment Riverside Friends of the Library and to put the award of the remaining funding on hold, Loftice seconded and the motion was passed.

2019 Music in the Park- August 3, 2019: Clerk/Treasurer Harvey advised the council that she new it was early to begin discussing the event but that she needed to know if the council wanted to try and get the same band again or if they want to pursue someone new. Grant applications would be due soon and she needed to know how to proceed. She noted that Jake Clayton is also going to be under new management. Councilperson Hamilton stated that she had received tremendous feedback on Jake Clayton, but that it definitely depended on the cost. Clerk/Treasurer Harvey noted that the cost was \$4,500.00 for the band plus lodging last year. The council instructed the clerk to get a quote from Jake Clayton to see if there would be a cost increase over prior years.

Hometown Certificates for Planning Commission and Committee Representatives: Loftice moved to issue \$50.00 Hometown Certificates to the Planning Commission and committee representatives as in the past in appreciation for their service, Stull seconded and the motion was passed.

WYO-STAR-Open New Investment Account: Clerk/Treasurer Harvey asked to council to consider opening an investment account for the recent Specific Purpose Tax proceeds in order to keep the funds separate and to earn better interest. The investment would be liquid and available when needed. Stull moved to authorize a new investment account for the remaining 2009 Specific Purpose Tax proceeds, Loftice seconded and the motion was passed.

12th Annual Dog Clinic: Clerk/Treasurer Harvey noted that if the council would like to continue with the event, she contacted the veterinary clinic and January 12th is available. Mayor Salisbury stated that it seems to be used each year. Loftice moved to approve holding the 12th annual dog clinic on January 12th, Stull seconded and the motion was passed.

WAM Winter Conference- Voting Delegate: Hamilton moved to designate Clerk/Treasurer Harvey as the voting delegate for the Town of Encampment at the WAM Winter Conference, Craig seconded and the motion was passed.

Correspondence:

**CCCOG, WAM, WBC, SPVCC, CCEDC, UPRSWDD, WYDOT, SCWEMS newsletters, etc.
via email**

Grand Encampment Cowboy Gathering- Thank you

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Carbon County Emergency Management- Local Emergency Planning Committee via email
Wyoming Technology Transfer Center- Free Training- via email
Wyoming Business Council- Community review opportunity- via email
Wyoming Association of Rural Water Systems Membership renewal information
Wyoming DEQ- Industrial Siting Ekola Flats Approval- via email
Wyoming Community Foundation- Grand Encampment Opera House Endowment Fund
WAM- Wireless Community Facilities Regulations- Suggested Ordinance: Councilperson

Hamilton noted that she read through the ordinance and that there were not many specifics that address what we recently fought with the tower issue, especially height. She noted that she thought the council should continue pursuing the issue and an agreement for a "Zone of Influence" with the county going forward so that we are cognitive of what people are wanting to do in our area. She also extended her thanks to Deputy Clerk Martha Ralston for alerting everyone about the Public Notice to start with. No action was taking on the ordinance.


With no further business, Hamilton moved to adjourn at 7:29 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: January 10, 2018

Attest:


Doreen Harvey, CMC, Clerk/Treasurer



Greg Salisbury, Mayor