

Town of Encampment
Regular Meeting
May 09, 2019
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 09, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Kimberly Loftice and Shannon Fagan. Town personnel present were Doreen Harvey, Clerk/Treasurer; Martha Ralston Deputy Clerk and Ben Tieszen, Maintenance/Operators. Public Guests were Katie Stremel of the Grand Encampment Cowboy Gathering and Stacy Crimmins, Chief Executive Office of the Platte Valley Chamber of Commerce. Audience members were Michael Stremel, Maggie Kelley, Jon Nelson of North for Engineering, Mike Armstrong of the Saratoga Sun and Emma Diercks of Bigfoot Radio.

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

AGENDA

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

MINUTES

Fagan moved to approve the minutes of the April 11, 2019 regular meeting as distributed, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that at about 83.3% of the budget year revenues are at about 76.69% of budget and expenses are at about 56.34%, excluding Specific Purpose Tax revenue. Loftice moved to approve the April 2019 financial statement, April 2019 payroll and contracted liabilities in the amount of \$22,771.02 late monthly bills totaling \$1,250.00 and the regular monthly bills in the amount of \$34,640.03, Fagan seconded and the motion was passed.

Blue-Cross/Blue-Shield \$7,230.20
Carbon Power & Light \$4,446.70
CNA Surety \$50.00
Comfort Inn \$460.00
Doggett Greenhouse \$50.00
E.S.R.I. \$1,750.00
Encampment Petty Cash \$31.74
HACH \$193.27
Harvey, Ronald \$405.42
Menards \$85.55
Norco \$27.13
North Park Propane \$1,018.50
Nuhn, Katrina \$60.18
Quill Corp \$278.11
Ramkota Hotel \$332.00
Riverside Garage & Cabins \$33.02
Rocky Mountain Air \$35.18

Saratoga Auto Parts \$28.25
Saratoga Sun \$42.50
Sensus USA, Inc \$1,715.95
Shively Hardware Co. \$155.12
Team Laboratory Chemical \$2,146.50
Trading Post \$14.56
Union Wireless \$538.97
UPRSWDD \$9,950.73
US Postal Service \$642.00
Valley Fire Extinguisher \$458.10
Visa \$1,494.07
Wyoming Machinery Co. \$838.28
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$34,640.03

MANUAL CHECKS
Enc. Community Choir \$250.00
Encampment FCCLA/Prostart \$500.00
Encampment Riv. Lions Club \$500.00
TOTAL \$1,250.00

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$553.08
WRS Deferred Comp \$300.00
WY Retirement System \$3,135.70
WY Retirement- VFD \$285.00
Unemployment Insurance \$32.26
US Treasury \$2,120.04
US Treasury \$2,167.80
Net Payroll \$14,100.42
TOTAL \$22,771.02

PUBLIC GUESTS

Grand Encampment Cowboy Gathering- Katie Stremel: Mrs. Stremel thanked the council for their previous support and reported on the plans for the 17th Annual Grand Encampment Cowboy Gathering July 19, 20 & 21, 2019. She asked the council for their continues support of the event. Mrs. Stremel also noted that the out of town visitors had a tough time finding the school for the evening

performance. She asked the council if it would be okay to place sandwich boards giving direction to the event. The council agreed to the placement of the boards. Mayor Salisbury stated that the event is a great asset to the Town and that the attendees do help the local businesses. Mrs. Stremel noted that having the Cowboy Gathering and Rendezvous on separate weekends also helps and gives tourists more opportunities. Fagan moved to support the Grand Encampment Cowboy Gathering in the amount of \$500.00 as in prior years, Loftice seconded and the motion was passed. The council thanked her for attending.

Saratoga Platte Valley Chamber of Commerce- Stacy Crimmins, CEO: Ms. Crimmins advised the about a new project launched by the Saratoga Platte Valley Chamber of Commerce. She noted that area resident Chuck Box, author of the *Joe Pickett* series, with his recent novel entitled "*The Disappeared*" had integral parts take place in the valley. She advised that the chamber has taken advantage of that fact by creating a scavenger/treasure hunt series. They are named after characters in the series and are the "Sheridan", "April" and "Lucy" tours. She gave a sample brochure with a simple checklist for one of the tours to the council. They tour will take the participant to several locations which will have a 5" x 5" sign placed for the participant to take a selfie with to show they have been to the location to see what was written about. There is a web address on each sign. She noted that there will be three separate tours over a three-year period and that the winner of the competition each year will get to be a character in a future novel. She expressed the hope that it would result in an extended stay in the valley. She asked the council for permission to place one of the signs near a place that was a key part of a recent novel. She noted that the signs were small and would not detract from area attractions. Mayor Salisbury indicated that he did not want people wondering around the mill site due to the dangers. Discussion ensued about the possible placement of the sign on existing posts in a safe area. An appropriate spot will be located. Ms. Crimmins further noted that the information on the contest could be downloaded for a \$5.00 fee and the entry fee for the contest is \$35.00, with the hopes that the fees will cover the cost of the signs.

UNFINISHED BUSINESS

Sewer Lagoon Improvements: Mayor Salisbury noted that the 6th Penny Tax had passed at a margin of about 75% for and 25% against. The turn out was not great, but it passed.

Clerk/Treasurer Harvey presented the council with Resolution #2019-04 approving the second part of the grant application and a designating Mayor Salisbury as signer for the application and documents. Loftice moved to approve resolution #2019-04 authorizing the second part of the application to the Office of State Lands and Investments in the amount of \$500,000.00 and approving Mayor Salisbury as signer of the documents, Fagan seconded and the motion was passed.

Jon Nelson of North Fork Engineering advised the council that they had published the Categorical Exclusion documents for the project, which has already received conditional approval from SLIB. The required tele-conference with Rebecca Webb was attended April 24th by his staff and Clerk/Treasurer Harvey. The grant should be ready well before the deadline of June 3, 2019. He noted that testing and micro data results would be provided to Dr. Richards for analysis. More influent sampling will be done and final decisions on cell one and cell two will be made. He noted that the installation of an air diffusion system would take place in Lander in a few weeks. He is interested in that project. Flow measurement is still ongoing. The main questions and directives

should take place in a few weeks. It is important to project how the revenue will come in. He provided the council with an updated projection. Mr. Nelson noted that the dredging of the lagoon should be put ahead of the lagoon improvements as it. Mayor Salisbury stated that he would like to see where dredging the lagoon takes us in dealing with violations. The depth of sludge was also discussed and possible options for getting rid of it. If there are no heavy metals in it, it may be allowed as surface cover at the old landfill site. Options will be discussed as soon as soon as the study portion is complete.

Sewer Line Issue- Update: Maintenance/Operator Tieszen advised that they just received the camera and that they have not looked into the sewer line yet. Any update will be available by the next meeting.

FY2018-2019 Budget Amendment- 2nd Reading: Clerk/Treasurer Harvey reported that revenue and expenses were amended to \$1,165,168.03 mostly due to the sewer lagoon project and mill repairs. The Public Hearing on the budget ordinance would be held at the next council meeting. Fagan moved to approve the second reading of the FY2018/2019 amended budget as presented, Lofice seconded and the motion was passed.

FY2019-2020 Budget- 2nd Reading: Clerk/Treasurer Harvey reported revenue and expenses in the amount of \$1,970,453.63. She noted that she received the state revenue projections and that they were pretty optimistic due to wind development and that she scaled them back a bit to be safe. Other project estimates were fine-tuned and the health insurance has gone down 2%. The Public Hearing on the budget ordinance would be held at the next council meeting. Lofice moved to approve the second reading of the FY2019/2020 budget as presented, Fagan seconded and the motion was passed.

Seasonal Employees / Set Wages: Clerk/Treasurer Harvey reported that there were four applicants. Shellie Martin, Micaiah Pantle, Noelle Peterson and Grace Tieszen. They had to recruit hard for applicants due to higher wages being paid elsewhere. She noted that the public works would like to hire all four people to work the same number of hours as the three personnel did last year. It was noted that with volleyball and basketball camps and vacations, hours could be staggered. Maintenance/Operator Tieszen noted that the returning employees were a fantastic crew last year. Harvey noted that returning employees were generally given a raise each year and that this would be Micaiah's third year. If they hired all four employees, she would recommend \$14.00 an hour for Micaiah, \$13.00 an hour for Noelle and \$12.00 an hour for Shellie and Grace. Fagan moved to hire all four applications at the suggested wage, Lofice seconded and the motion was passed.

COMMITTEE REPORTS

Public Works Department- Ben Tieszen, Maintenance/Operator: Mayor Salisbury noted that the tenants at the mill site were going to be using the mill more. He noted that the deadline for firewood permits will be June 15th. He thanked the Public Works Department for the clean up that they have done at the mills site. He also advised that he had spoken with the tenant and that they were still awaiting some permits and that they were also working on the planer. He noted that we all need to be more vigilant in keep and eye on that site because more things have been removed from the buildings.

Clerk/Treasurer, Doreen Harvey: Clerk/Treasurer and Fire Department Secretary advised that she had received a mutual aid agreement between Carbon County and the Town of Encampment for their consideration and noted it would be on the agenda at the next meeting. Mayor Salisbury stated that he would like to council to review that agreement closely. Harvey also noted that the council had been invited to a retirement party for Cheryl Munroe on May 23rd and that donations were being accepted toward the purchase of cakes. Mayor Salisbury noted that Mrs. Munroe has done a fantastic job for the school. He noted that anyone wishing to donate could give their donation to the clerk.

Cemetery/Parks/Recreation: Maintenance/Operator Tieszen reported that they are currently working on irrigation and anticipate turning it on the day after Memorial Day Weekend. He noted that they have two classes that they need to attend that are affecting the schedule. It will be done earlier if they can get to it.

NEW BUSINESS

PUBLIC HEARING / Liquor License Renewals: At 7:37 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on the liquor license renewal applications. Hearing no comment, the hearing was closed. Clerk/Treasurer Harvey noted that all applications were complete and that all applicants are current with their sales tax. Fagan moved to renew the liquor licenses for Chez Booze, D's Bar and Grill and The Divide, Loftice seconded and the motion was passed.

Platte Valley Arts Council- Repainting of Murals: Clerk/Treasurer Harvey reported that she had been contacted by a member of the Platte Valley Arts Council seeking permission to repaint the murals done by the congressional youth several years ago. Audience member Stacy Crimmins who is also a PVAC member, noted that the PVAC was working a Public Art Concept into one grant application. Councilperson Fagan noted that she would be abstaining from the vote on the issue because she is also on the board. She advised that the murals have needed to be redone for a long time and that it would beautify the community. They hope to utilize local artist Brandon Russell who painted them initially, but he has not been contacted yet. Two of the other murals are still in good shape. It was also noted that the material in the mural would be replaced as well. They council agreed that they were overall in support of allowing them to be repainted but due to lack of eligible quorum the matter would be put on the next meeting agenda for action.

Malt Beverage Permits- Encampment Riverside Lions Club-Woodchoppers Jamboree & Rodeo and Ranch Rodeo: Clerk/Treasurer Harvey reported that she had received completed applications signed by Lions Club president Bob Merrill. Jamboree will be June 15th & 16th and Ranch Rodeo will be July 27th. Fagan moved to approve the applications as presented, Loftice seconded and the motion was passed.

Set Mill Levy- 8 Mills: Loftice moved to set the mill levy at 8 mills, Fagan seconded and the motion was passed.

Evoqua Site Visit-Water Plant- Estimate \$5,040.00: Maintenance Operator Tieszen noted that the visit was necessary due to sanitary survey results in testing the units. Air compressor keeps dropping off. As long as we keep working on the issue, we will be okay, otherwise we will have to record readings manually. The technicians can plug into the unit, adjust and trouble shoot. Clerk/Treasurer

Harvey noted that she had placed it in the budget already. Loftice moved to approve the site visit Fagan seconded and the motion was passed.

Purchase of Road Base: Loftice moved to allow the purchase of road base up to \$6,000.00 from Session's and Sons out of Walden, Fagan seconded and the motion was passed.

Purchase of D.O. Meter- Sewer Department- Estimate \$2,616.00: Maintenance/Operator Tieszen advised the council that the dissolved oxygen meter can be purchased for lesser amounts, but that the current cheaper meter is not accurate. They borrowed a meter from Saratoga and compared the readings and ours is way off. HACH is a trusted name and the meter would be the same as that utilized by Saratoga. Clerk/Treasurer Harvey noted that the purchase would fit in this year's budget. Fagan moved to approve the purchase of the D.O. Meter from HACH at the estimated cost of \$2,616.00, Loftice seconded and the motion was passed.

Maintenance Issues-Drainage between Buildings/ Windows in Chambers: Clerk/Treasurer Harvey presented a quote for the damaged windows in the chamber from Cowboy Glass in the amount of \$1,307.02. Loftice moved to approve the replacement of the windows, Fagan seconded and the motion was passed.

Discussion ensued about the drainage issue between the Town Hall and the Post Office. Mayor Salisbury noted that personnel could unscrew the button layer of tin and put some type of barrier in it and seal it. He noted that there was also a bump in the concrete by the telephone pole and the water will not flow. It was noted that the drainage from the post office roof should have been routed differently. Maintenance/Operator Tieszen reported that he was unsure who did concrete work anymore. Mayor Salisbury advised that he will see if he can find someone to work on the matter.

WAM-JPIC- Health Insurance Renewal: Clerk/Treasurer Harvey noted that while other communities had gone up in cost 3.7% the Town has gone down 2% due to dropping a tier in their rating. Fagan moved to renew the current health care coverage with WAM-JPIC Blue Cross Blue Shield at the same terms, Loftice seconded and the motion was passed.

Ordinance 2019-01 Union Franchise Agreement- 1st Reading: Clerk/Treasurer Harvey noted that Union telephone had made the suggested changes and has presented the agreement back for 1st reading. Jon Nelson of North Fork Engineering advised the council to consider how locates are addressed in the document. It used to be acceptable for engineers to call in locates while designing in effort to avoid costly change orders and conflicts. Effective July 1st that will change. He advised the council to consider addressing the issue of locates in the agreement. Loftice moved to approve the 1st reading of ordinance 2019-01 as presented, Fagan seconded and the motion was passed. Union will be contacted and asked about addressing locates before the second reading.

Windows 10 Upgrade for Computer Systems: Clerk/Treasurer Harvey reported that there are three computers in need of the upgrade. The cost would be about \$150.00 each, but that the cost may fluctuate. Fagan moved to allow the clerk to purchase the software for the upgrades, Loftice seconded and the motion was passed.

Planning Commission Vacancies- 2 seats expire June 30, 2019: Clerk/Treasurer Harvey reported that it is the practice of the council to advertise for letters of interest from those interested in serving. Fagan moved to advertise for letters of interest in serving on the Planning Commission, Loftice seconded and the motion was passed.

WAM Resolutions for June Convention: Clerk/Treasurer Harvey noted that WAM had a number of resolutions for consideration at their June convention where they decide their position on legislative issues. Councilperson Fagan would be their voting delegate at the convention. If anyone had any input for her to let her know. Councilperson Fagan noted she had reviewed the resolutions and did not see anything questionable.

CORRESPONDENCE:

WAM, WBC, SPVCC, CCEDC, CCVC, UPRSWDD, WYDOT

US Dept of Interior- BLM Monet Divide Natural Gas and Oil Development EIS-via email

CCEDC-Budget Request

Thankyou's- Encampment Riverside Lions Club, Encampment After Prom

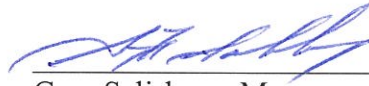
WY DEQ- Letter of Violation/ Response

Wyoming Department of Audit

With no further business, Fagan moved to adjourn at 8:00 p.m., Loftice seconded and the motion was passed.

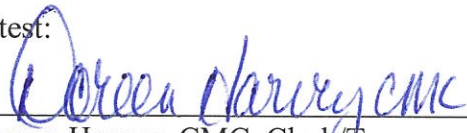
Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 13, 2019



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer