

Town of Encampment  
Regular Meeting  
June 13, 2019  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday June 13, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Kimberly Loftice and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Police Chief; Brandon Jones, Maintenance/Operator and Martha Ralston, Deputy Clerk. Public Guests were Karran Bedwell, SCWEMS; Deb Cunningham, Encampment Preschool and Desi Vacher owner of the DiVide Restaurant and Lounge. Audience members were Robert 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, Stull seconded and the motion was passed.

**MINUTES**

Stull moved to approve the minutes of the May 9, 2019 regular meeting as distributed, Loftice seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey reported that at about 91.63% of the budget year revenues are at about 83.02% and expenses are at about 61.46%, excluding Specific Purpose Tax revenue. She also noted that there was a \$28.09 refund on the Visa account that was not included in the warrant register. Loftice moved to approve the May 2019 financial statement, May 2019 payroll and contracted liabilities in the amount of \$24,803.67, late monthly bills totaling \$19.97 and the regular monthly bills in the amount of \$51,808.07, Fagan seconded and the motion was passed.

4 Rivers Equipment \$33.25  
Blue-Cross/Blue-Shield \$7,065.33  
Carbon County Clerk \$18.00  
Carbon Power & Light \$4,291.33  
Corkle Oil, LLC \$1,554.36  
Cowboy Glass \$1,267.00  
Dearborn National Life \$53.94  
Erickson and Roberts \$270.00  
Ferguson Waterworks \$3,836.82  
Galls, LLC \$324.63  
Glenn E. Sessions & Sons \$6,000.00  
Grainger, Inc \$94.31  
HACH \$2,697.68  
Holiday Inn- Riverton \$94.00  
Karl's Auto Repair \$590.00  
Motorola Solutions, Inc \$1,403.82  
North Fork Engineering \$4,114.14  
North Park Propane \$466.13

Orion Safety Products \$179.68  
Riverside Garage & Cabins \$106.15  
Rocky Mountain Air Solutions \$36.40  
S.C.W.E.M.S. \$3,375.00  
Saratoga Auto Glass \$650.00  
Saratoga Auto Parts \$184.78  
Shively Hardware Co. \$352.92  
Silver Spur Operating Co. \$258.20  
Tieszen, Ben \$115.02  
Trading Post \$156.85  
Union Wireless \$780.86  
UPRSWDD \$9,637.27  
US Postal Service \$220.00  
Visa \$1,332.20  
Xerox Financial Services \$93.65  
Xesi Document Solutions \$34.35  
Zeller, Andrea R.J. \$120.00  
TOTAL \$51,808.07

MANUAL CHECKS  
Xesi Document Solutions \$19.97  
TOTAL \$19.97

PAYROLL TAXES AND LIABILITIES  
AFLAC \$76.72  
Workers Compensation \$605.36  
WRS Deferred Comp \$300.00  
WY Retirement System \$3,236.34  
WY Retirement- VFD \$285.00  
Unemployment Insurance \$37.43  
US Treasury \$2,149.36  
US Treasury \$2,541.56  
Net Payroll \$15,571.90  
TOTAL \$24,803.67

**PUBLIC GUESTS**

Karran Bedwell, SCWEMS: Mrs. Bedwell was present to update the council on recent activities of the South Central Wyoming EMS board. She noted that the board members were now seated and getting along well. She reported that their budget was in the final reading which would be held on the

second Thursday of next month. She also noted that the Encampment ambulance has a blown engine at a cost of about \$28,000.00. They have cash reserves and a capital expense budget to cover the cost. They are also looking at the purchase of an additional chase car and an additional ambulance and will be applying to the SLIB board for a grant in the fall. She noted that they have hired Irene Archibald as the new bookkeeper and are looking at hiring two staff members for full time day shift Monday through Friday. One rotating between Saratoga and Encampment and one in Hanna. No impact money will be used for that expense. Mrs. Bedwell also noted that impact money from Boswell Springs will allow another year of the partnership with Classic Air. They should have funds coming in from Ekola Flats as well. They also have \$25,000.00 in grants for new radios and have some excess funds to provide EMT's and volunteers on call a little stipend. She noted that the Town should get a copy of the budget and a copy of the profit and loss statement by July 19<sup>th</sup>. Mayor Salisbury made the comment that the board was moving along very well and doing a good job. The council thanked her for her service.

Deb Cunningham- Encampment Preschool: Ms. Cunningham was present to thank the council for their prior support and to ask them to continue their support of the preschool. She noted that 100% of the funding is used for scholarships. They should have 30 kids this year and 26-27 next year. Future enrollment is looking good. Outlying areas such as Cow Creek Station and Antelope Hills are having their children attend in Encampment, due to scholarships. Ms. Cunningham noted that that attendance also brings the parents into Encampment which benefits the businesses. She extended her appreciation for all that the Town of Encampment is doing to help the preschool. Stull moved to provide funding in the amount of \$1,250.00 to the Encampment Preschool for scholarships, Loftice seconded and the motion was passed.

Desi Vacher: Mr. Vacher was present to ask the council about snow removal next to his business the DiVide Restaurant and Lounge. He noted that a contractor he had helping him had clipped and busted the meter pit. That contract was charged by the town for the repair and the contractor in-turn billed him for it. He noted that the area where it occurred was in the street. He asked if it was the Town's responsibility to remove the snow. Mayor Salisbury stated that the town crews do the best they can to keep the travel ways clear on the streets. He noted that this year there was huge amount of snow. He advised that the town cannot plow the entire 100' wide sections of the roads. He noted that the roads were initially designed wide enough to turn around a horse and buggy, but that the town does not plow the untraveled areas of the road. He noted that he understood the issue and added that perhaps a guard could be put up to so that someone plowing snow was aware the meter pit was there. He also advised that the council had to be fair to everyone and if they plowed the untraveled are for him, they would have to do it for everyone. The town just does not have the time or equipment. Mayor Salisbury clarified that additional plowing was not done for other businesses as was suggested. He reiterated that he thought the town crew did a great job, but that we just do not have the man power or resources. Encampment is not a big town and he feels that we use our resources well. Council indicated that they agreed with the mayor's statements and councilman Stull noted that if we inadvertently damage something while plowing we must also replace it at a cost to the Town. they thanked Mr. Vacher for taking the time to attend the meeting.

### **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Project: Jon Nelson from North Fork Engineering updated the council on the research and a number of options for the sewer lagoon project. He reviewed some of the findings and noted that the sludge profile in 2016 may not have taken into consideration the sludge to total volume of the lagoon or the 4/1 slope. So, the sludge may be considerably more than projected. He also noted that there is a microbe bacterium present that is known to be prevalent when there is a lot of septic waste. It builds up in manholes and lines with fats and greases or in lift stations. It is not lagoon related but adds to treatment challenges. Another sludge profile will need to be done. He suggested that the town that dredging the lagoon should become the priority. He noted that the projects were separate on the Specific Purpose Tax list and in a different order, but that dredging the lagoon has a direct impact to how the lagoon project will proceed. He presented a task order to the council seeking permission to get going on the dredging portion of the project. Another sludge profile will lead to what needs to be done, how to do it, the cost of the projects and allow them to continue to work on design improvements. The size of the lagoon and the possibility of splitting it in half and adding a baffle to slow flow between cells was discussed. Ultimately more information is needed to find a cost affective solution. Loftice moved to approve the task order to begin the dredging portion of the project, Stull seconded and the motion was passed.

Nelson also asked the council to sign a letter of permission to engage a subconsultant CTA, Inc within the scope of the existing contract, for technical support and pier review. Stull moved to approve the letter of engagement presented, Loftice seconded and the motion was passed.

In other matters, Clerk/Treasurer Harvey noted that the council had made an earlier decision to allow the preliminary engineering costs for the projects to be taken from the remaining 2009 Specific Purpose Tax. She asked for permission to transfer an additional \$4,114.14 from the 2009 Specific Purpose Tax reserve fund making the total used to date \$11,846.84. Stull moved to allow the clerk to make the transfer, Loftice seconded ad the motion was passed.

Sewer Service Line Issue: No update.

PUBLIC HEARING- FY2018/2019 Budget Amendment- 3<sup>rd</sup> & Final Reading: At 7:35 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on the FY2018/2019 budget amendment. Hearing no comment, the hearing was closed. Clerk/Treasurer Harvey noted that amendment reflected revenues and expenses in the amount of \$1,358,362.03. Loftice moved to approve the 3<sup>rd</sup> and final reading of the FY2018/2019 budget amendment, Stull seconded and the motion was passed.

PUBLIC HEARING- FY2019/2020 Budget- 3<sup>rd</sup> and Final Reading: At 7:37 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on the FY2019/2020 budget. Hearing no comment, the hearing was closed. Clerk/Treasurer Harvey noted that the FY2019/2020 budget includes revenues and expenses totaling \$1,970,453.63 and includes a portion of the sewer improvement project. Stull moved to approve the FY2019/2020 budget as presented, Loftice seconded and the motion was passed.

Ordinance #2019-01- Union Franchise Agreement- 2<sup>nd</sup> Reading- Set Public Hearing: Clerk/Treasurer Harvey noted that she had received a last-minute email reply from Ryan Schmidt at Union Telephone and that they did not believe that recent changes in location laws require any update to the franchise agreement as presented. She noted that the attorney had reviewed the agreement when it was initially presented. Loftice moved to approve the 2<sup>nd</sup> reading of ordinance #2019-01 establishing a franchise agreement between the Town of Encampment and Union Telephone, Stull seconded and the motion was passed. The public hearing will be held during the July 11<sup>th</sup> meeting.

### **COMMITTEE REPORTS**

Police Department- Grayling Wachsmuth, Chief: Chief Wachsmuth reported that things were going well and that he was ready for Jamboree weekend which has become more of a family event.

Planning Commission: Minutes of the last meeting were submitted.

Clerk/Treasurer- Doreen Harvey: Mayor Salisbury noted that he and Clerk/Treasurer Harvey have been going through an audit by the State of Wyoming Department of Audit. He noted that he thought the Town has come through the audit well. He noted that he thought Harvey has done a fantastic job doing the books and providing information as needed. There are a few things that they want the Town to change but that official results have not been received.

### **NEW BUSINESS**

Discussion of Possible Healthcare MOU- Mayor Salisbury: Mayor Salisbury reported that an MOU supporting communication among communities on the health care issue may be in the works. He noted that several meetings have been held where people have addressed their comments and concerns about the issues related to healthcare. He noted that options have been discussed to try and build healthcare back to where it was for all the communities. Mayor Salisbury noted that too many decisions being made are not including input from all affected entities. The Corbett group is doing an analysis to see if a mini urgent care facility is feasible. Basically, an attempt is being made to bundle some things together as well as stabilizing SCWEMS and keeping the helicopter service to other areas. He advised that he would like to see area residents give Karl Rude, owner of HMS, a chance to look into all options to see what can be done for medical services in the area. He noted that the idea of an MOU ensuring communication had been kicked around and advised those in attendance at the council meeting to pay attention to the issue because it affects a lot of people, not just residents of Saratoga.

MOU- Carbon County Planning and Zoning: Clerk/Treasurer noted that Carbon County Planning and Zoning did not draft the cooperative agreement to include Riverside as they had proposed. Mayor Salisbury stated that the agreement was to address communications should something like the tower issue happen again. Stull moved to approve the MOU with Carbon County Planning and Zoning ensuring communication when development takes place in a defined area close to Encampment, Loftice seconded and the motion was passed.

Mutual Aid Agreement- Carbon County Fire Department: Clerk/Treasurer Harvey reported that the agreement was presented for the councils' consideration. She noted that other communities are also

reviewing it and that to her knowledge, none had signed it yet. The council postponed the matter for further consideration.

Planning Commission Letters of Interest- Two 3-Year terms beginning July 1, 2019: Clerk/Treasurer Harvey noted that letters of interest in service had been received from Ros Herring, Anita Morris and Stas Banach. The council discussed the issue with Mayor Salisbury stating his opinion that it would be nice to add some new blood to the Planning Commission and that Mr. Banach has expressed interest in serving before. Stull moved to appoint Ros Herring and Stas Banach, Loftice seconded and the motion was passed.

Cemetery-Reassignment of Plots: Clerk/Treasurer Harvey noted that there was a 12' encroachment and a sale of some plots at the cemetery that should not have been sold. She advised the council that she had made an attempt to contact the latest purchaser by mail and had not been contacted, nor had the letter she sent been returned. She noted that there was already a burial in the plots prior to the deed in question. She asked the council to consider reassigning the block 19 lots 11-16 to the family instead of Block 18 lots 17-22. Stull moved to reassign the plots and issue a new deed, Loftice seconded and the motion was passed.

Auction of Surplus Items- Chief Wachsmuth: A list of surplus items that the Police Chief and Department of Public Works would like to sell was presented to the council. Chief Wachsmuth noted that some of the items on the list had been in the evidence locker since the 1970's - 1990's. He stated that it was time to take care of it and that he has had the county judge sign off on the evidence. Mayor Salisbury suggested having the sale on a weekend rather than in the middle of the week when a lot of people are at work. Clerk/Treasurer Harvey noted that three publications of the notification of public sale were required. It was decided that noon on July 13<sup>th</sup> would work for the auction. Stull moved to declare the items as surplus and to hold an auction Saturday July 13<sup>th</sup> at noon, Loftice seconded and the motion was passed.

Hi Power, LLC- Contact Extension- Pay request for \$32,062.50: Mayor Salisbury reported that the contractor has been working at the mill site and that they have finally received the permits. They have been bending pipe and pulling wire. Councilman Stull reported that he had also been at the site and had spoken with them. Loftice moved to approve the pay request and extend the deadline for the project completion as requested, Stull seconded and the motion was passed.

Letter of Engagement- ACM, LLP- Estimated Cost \$11,000.00: Clerk/Treasurer Harvey reported that because the additional 2009 Specific Purpose Tax proceeds took the Town of Encampment over \$1,000,000.00 in revenue for the year, an audit would be required. Loftice moved to approve signing the letter of engagement for an audit by ACM, LLP for the FY18/19 fiscal year, Stull seconded and the motion was passed.

Music in the Park- August 3<sup>rd</sup>- Deposit for Jake Clayton Band- \$1,500.00: Loftice moved to approve the \$1,500.00 deposit for the event from the Rec Department Budget, Stull seconded and the motion was passed.

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Community BBQ- Purchase and Reimbursement of Non-perishable items up to \$350.00:

Clerk/Treasurer Harvey noted that she usually has this item on the agenda in May, but that she had forgotten about it. Stull asked if the amount was sufficient and Harvey indicated it should be. Stull moved to allow the Clerk/Treasurer to purchase the non-perishable items for the community BBQ at a cost of up to \$350.00 and to reimburse the purchase before the end of June, Loftice seconded and the motion was passed.

Community Yard Sale- August 3<sup>rd</sup>- Advertise for Interest: Loftice moved to advertise for interest in the Community Yard Sale August 3<sup>rd</sup>, Stull seconded and the motion was passed.

Bond Level Clerk/Treasurer- Bond for Mayor: It was noted that the recent Department of Audit visit brought the suggestion that the amount of the bond for the Clerk/Treasurer be increased and a suggestion that the Mayor should also be bonded. Based on the average receipts the amount of \$75,000.00 was suggested. Stull moved to increase the bond level for the Clerk/Treasurer to \$75,000.00 and to add a bond for the Mayor, Loftice seconded and the motion was passed.

Wyoming Water Association- Late Invoice for Membership Not Established: Clerk/Treasurer Harvey noted that a late invoice had been received for a membership that the Town of Encampment has no record of. She had sent an email to the address on the form asking for information about the association, but had not received a reply. The clerk was advised to discuss the matter with Department of Public Works and to see if she could get additional information.

FY2013/2014 Consensus Grant Joint Resolutions- Dixon Changes in use \$7,365.00 and unclaimed funding of \$1,938.00: Clerk/Treasurer Harvey advised that 70% approval by the members of CCCOG would be required to allow the changes. She noted that Dixon had already had funding on that consensus list and that it made sense for the to claim the \$1,938.00 for their project. Loftice moved to approve the joint resolutions a presented, Stull seconded and the motion was passed.

Resolution #2019-05 Camping in Public Areas for Events: Clerk/Treasurer Harvey noted that the resolution was required because of the ordinance that prohibits camping in the town limits. Stull moved to approve resolution #2019-05 allowing camping in public places during specified events, Loftice seconded and the motion was passed.

Carbon County Visitors Council- Grant Contract -\$1,250.40: Clerk/Treasurer Harvey reported that the grant was for advertising only as the Visitors Council no longer funds bands. Loftice moved to approve the contract, Stull seconded and the motion was passed.

Fireworks Purchase- Bandit Fireworks \$1,750.00 / Doug Russel Crew \$150.00: Clerk/Treasurer Harvey noted that the amount for the fireworks should be \$1,800.00 if the council wanted to approve the same purchase as last year, advising that there was room in the budget for them to do whatever amount they wanted to. Stull moved to approve the purchase of \$1,800.00 for fireworks and \$150.00 for Doug Russell and his crew to set them of, Loftice seconded and the motion was passed.

Intuit/QuickBooks Annual Payroll Support Fees: Loftice moved to approval the renewal of the annual payroll support fees at \$650.00, Stull seconded and the motion was passed.

Reserve Transfer Recommendations: Clerk/Treasurer Harvey noted that the Town had a successful year and made reserve transfer suggestions based on prior year practices. Water Department \$16,000.00; Sewer Department \$9,000.00; Fire Department \$13,000.00, Cemetery Fund \$5,000.00 Grand Encampment Opera House Fund \$10,000.00; Park Safety Fund \$4,000.00; Equipment Replacement Fund \$10,000.00; Truck Fund \$10,000.00 and General Fund Reserve in the amount of \$25,000.00. She noted that once the fiscal year was closed out any additional surplus of water or sewer funds would also be transferred to their reserves. Loftice moved to approve the funds transfers as suggested, Stull seconded and the motion was passed.

Check #12179 to Apex Communications \$93.85: Clerk/Treasurer Harvey reported that the check was issued in February and that it had not cleared the bank. She asked the council for permission to make a journal entry to clear the transaction, stating that their permission was required for the entry. Loftice moved to allow the clerk to clear the transaction, Stull seconded and the motion was passed.

UPRSWDD- Contract Renewal- No Rate Change: Clerk/Treasurer Harvey reported that the language in the agreement is the same as it was on the agreement three years ago. The term of the new agreement is for one year. Loftice moved to approve the contract as presented, Stull seconded and the motion was passed.

**CORRESPONDENCE:**

**WAM, WBC, SPVCC, CCEDC, CCVC, UPRSWDD, WYDOT, SLIB info & newsletters via email**

**State of Wyoming Department of Audit**

**Carbon County Emergency Management- THIRA information – via email**

**Wyoming Community Foundation-Grand Encampment Endowment Fund**

**Amy Bach-Rawlins City & Prosecuting Attorney- memo about franchise fees via email**

**WBC- Wyoming Community Development Plan-Comment Period via email**

**Rawlins National Bank Name Change**

**Corbett Medical Foundation Healthcare Sustainability Q&A**


**US Department of Commerce- US Census Bureau New Construction Program**

**Engineering Associates/UPRSWDD- Encampment Landfill reminder**

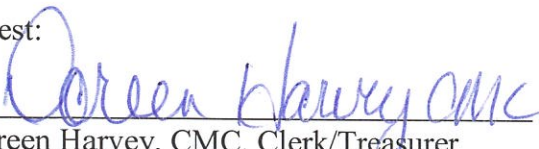
With no further business, Loftice moved to adjourn at 814 p.m., Stull seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: July 11, 2019

  
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Greg Salisbury, Mayor

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer