

Town of Encampment
Regular Meeting
July 11, 2019
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday July 11, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Kimberly Loftice, Shannon Fagan and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Police Chief and Ben Tieszen, Maintenance/Operator. Planning Commission members present were Ros Herring and Stas Banach. Public Guests were Janice White, Clint Bromley and Josh Craig, President, Mother Mountain Anglers. Audience members were Connie Poole, Dana Bromley, Dauna Wessel, Nancy Anderson, Robert Herring, Mary Priquet, John Priquet, 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.

MAYORAL APPOINTMENTS

Mayor Salisbury appointed Grayling Wachsmuth as Police Chief, and Doreen Harvey as Clerk/Treasurer & Clerk of Court with the approval of council. The Oath of Office was administered.

Mayor Salisbury appointed Deryl Novak as Municipal Judge with the approval of council. Stull moved to set the rate per case at \$75.00, Loftice seconded and the motion was passed. His oath of office will be administered at a later date.

AGENDA

Fagan moved to approve the agenda with the addition, Craig seconded and the motion was passed.

MINUTES

Stull moved to approve the minutes of the June 13, 2019 regular meeting as distributed, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that the town had a solid finish to the budget year with revenues at 111.45% and expenses at 61.3%. Stull moved to approve the June 2019 financial statement, June 2019 payroll and contracted liabilities in the amount of \$28,140.63, late monthly bills totaling \$3,294.95 and the regular monthly bills in the amount of \$33,905.83, Loftice seconded and the motion was passed.

Blue-Cross/BlueShield \$7,065.33
Carbon Power & Light \$4,112.59
Corkle Oil, LLC \$1,064.60
Ehnl Enterprises \$325.00
Encampment Petty Cash \$17.75
Erickson and Roberts, LLC \$161.40
Evergreen Disposal \$22.50
Ferguson Waterworks \$86.95
HACH \$318.29
One-Call of Wyoming \$32.25
Perue Printing \$46.00
Posey Wagon Portable Toilet Svc \$120.00
Quill Corp \$135.91
Riverside Garage & Cabins \$218.81
Rocky Mountain Air Solutions \$37.18
Saratoga Auto Parts \$9.99
Shively Hardware Co. \$449.89

Town of Saratoga \$7,500.00
Trading Post \$32.71
Uline \$141.68
Union Wireless \$532.19
UPRSWDD \$9,895.00
Visa \$351.95
WAM \$803.33
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
ZEP Sales & Service \$296.53
TOTAL \$33,905.83

MANUAL CHECKS
Bandit Fireworks \$1,800.00
Fagan, Shannon \$396.14
Harvey, Doreen \$243.33
Holiday Inn Sheridan \$218.00
Mother Mountain Anglers \$100.00

Perue Printing \$97.80
Saratoga Auto Parts \$184.68
Saratoga Sun \$255.00
TOTAL \$3,294.95

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$675.96
WRS Deferred Comp \$300.00
WY Retirement System \$2,889.16
WY Retirement- VFD \$270.00
Unemployment Insurance \$91.64
US Treasury \$2,614.56
US Treasury \$2,751.26
Net Payroll \$18,471.33
TOTAL \$28,140.63

PUBLIC GUESTS

Janice White: Mrs. White was present to express her concerns on a couple of issues in Town. She noted that there were a lot of properties that have changed hands in previous years and are not taking care of their yards. She expressed concern about them being a safety hazard and noted that there were other communities in the county that have ordinances pertaining to the issue for absentee owners. She noted that it was not only a safety concern but has a visual affect. She stated that she thinks something needs to be done about the issue before it gets worse and noted that she would do whatever she could do to help. Mrs. White also expressed her concern about houses being built on the outskirts of town that require well water and how it will affect the flow for our town water and those downstream. She noted that she depends on the canal water and when it is off there is no water for the trees and expressed concerns about water shortage. Mayor Salisbury thanked her for her concerns. He noted that safety is a concern we can pursue, but private property cleanup is a tough issue to address unless it is a safety issue. He agreed that everyone would like to see property kept nice, but it is not that simple. He noted that perhaps some letters could be written to owners. Mrs. White noted that not complying with an ordinance would be a safety issue. Councilman Craig noted that he would like time to research the ordinances that we already have. He noted that years ago when he worked for the Town there were ordinances in the books for the issue. Councilman Stull noted that retirement, people working away from home or passing their home on to family the issue is going to happen more and more. Mayor Salisbury noted that the Town would review the ordinances and look into the issue.

Mayor Salisbury noted that on the matter of the water wells, where the development was taking place was not too much into our watershed. He also noted that wells were permitted by the state. The Towns water is a surface water source. He noted that the town does have a few wells which are not too good at 1.2 gallons per minute and are high in mineral so they are not used. He advised that the water plant upgrade was built with growth in mind. He noted that there is an early water right to the Towns. He noted that in a drought the irrigation system may have to be shut off. Mrs. White advised that Town pursue any water rights that might come available because of we do not someone else will. Mayor Salisbury confirmed that the council had answered her questions and thanked her for taking the time to attend the meeting.

Clint Bromley: Mr. Bromley advised that he was present to get the councils thoughts on a commercial storage unit being built on his business property in town. He stated that he wanted to know the council's thoughts before he began planning. Mayor Salisbury noted that the ordinances do not really address storage as a primary use and that if it is done it would need to be by Conditional Use. Mr. Bromley asked how it could not be considered a business. Councilman Craig noted that the council has not had a chance to look into the matter prior to the meeting. Mayor Salisbury read the Business District ordinance section *17.36.020 Allowed Uses* into the record, most of which were retail in nature and did not specifically address storage, which is an implied accessory use. Mr. Bromley expressed his opinion that of the items on the list only about three of them would ever happen stating that Encampment is never going to be that type of community. Encampment is becoming a retirement community and that there is a need for storage. He stated that it would not be used for personal storage. Mayor Salisbury advised Mr. Bromley that he would like the council to have an opportunity to discuss the matter. He noted that there is a lot of vacant business property and without some consideration, it could all become storage. He noted that the Industrial District was better pace for storage and that the council was not saying yes or no, but that the matter needs

to be discussed and ordinances reviewed. Possible stipulations to its approval were discussed as well as a comment made by Planning Commission Member Herring about the business district being more 'store front' in nature. Short comings of the ordinance and the storage of vehicles in other areas of town were also mentioned by Mr. Bromley. Mayor Salisbury reiterated the council needs time to review the matter or to see if they want to revise the ordinance. A conditional Use permit may be a possibility. After taking some time to review the matter a workshop may be set.

Josh Craig, President-Mother Mountain Anglers: Mr. Craig presented the flag sponsored by the town from the Tale of Two Cities Disc Golf Tournament. He thanked the council for their support and declared that it was a really good year for the event. He also advised the council that he and Shannon would like to have use of the towns portable stage at the Spirit West Lodge for their wedding August 10th. Public Works had deemed it fit for travel to that destination. The council agreed by consensus that the stage could be used for the event.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Mr. Nelson from North Fork Engineering noted that the town had discussed splitting the project into two phases at the last meeting and that he has been taking a closer look at the finances and revenue projections over a three-year period. He expects that 2.2 million dollars will have been collected and the council should be able to continue to pursue a pragmatic approach to the projects. He updated the council on progress with the biological analysis and that they working looking at the density of the sludge and the drying and disposal costs. These will be a driving factor in costs for the project which will go out for bid. He will also be working on the headworks screen and meter headworks design. He also noted a sludge judging would be done with Mark Court from Wyoming Association of Rural Water Systems on June 29th. The results would be tied in the other information and he hoped to have results by the next meeting. Mr. Nelson also noted that the requested supplemental information on the SLIB grant application has been sent and that conditional approval of the application had been given earlier in the month. Upon the final approval the origination fee of .5% will be due. He advised that he hoped to have preliminary cost estimates on the dredging at the next meeting.

Sewer Service Line Update: Mayor Salisbury advised that public works had opened the line and noted that it had been put in a long time ago. The Town is always locating and correcting past issues in the sewer system and has a lot to go. He noted that Public Works reported that clay portion of the line is in pretty good shape. A temporary manhole has been installed so that the line can be accessed and the neighboring property owner is also tied into the line. Ten foot down from the tie-in the line is very shallow at only 18". He noted that the town might consider taking over the maintenance on the clay portion of the line. With the service line as shallow as it is, freezing is bound to happen. If there are any issues with it, it is considered a service line. He reiterated for those present that if anyone has a problem with their services, they should contact the Town first before contacting a contractor. He noted that he was sorry, but that the Town was not going to pay for the contractor in this situation. Craig moved to accept the clay portion of the line as there were multiple services tied to it, but not the service lines, Fagan seconded and the motion was passed.

COMMITTEE REPORTS

Police Department- A written report was submitted.

Planning Commission: Ros Herring noted that they had ten items on their agenda. They had taken action on all and referred one item back to the council due to prior action. She noted that the Planning Commission members had taken a preliminary vote and would go along with the council's decision on the matter. Mrs. Herring also noted that the Planning Commission had changed the last day to submit a building permit application to Friday at 4:00 p.m. prior to the Planning Commission meeting noting the length of time it took to review applications as the reason. Mayor Salisbury agreed and noted that the approval of an application could also be postponed in order to have time to review. Herring noted that sometimes they get last minute permits and try to accommodate contractors. The council agreed by consensus that they can do the best they can and if they need to, they can make the applicant wait for their approval.

Department of Public Works: A written report was submitted. Maintenance/Operator Tieszen offered to answer any questions the council might have.

Clerk/Treasurer: A written report was submitted. Clerk/Treasurer Harvey advised that she had items on the agenda.

ADDITIONS TO THE AGENDA

Dennis Poole-Building Permit- Block 88 lots 4,5 & 6: It was noted that the storage building was across the alley from their home and that two of the three lots were adjacent. The lots have been deed restricted to the parcel the home is on. Mrs. Poole noted that the building is to be used for storage and is just for private use. Mayor Salisbury stated that if in the future someone wants to turn the building into a business, water and sewer must be installed. The council agreed with the statement. Mrs. Poole reiterated that it would not be used for business. Craig moved to approve the application with the understanding that if the building is ever used to house a business water and sewer must be installed, Stull seconded and the motion was passed. Building Permit 19-07-11-01 was issued and given to the applicant.

NEW BUSINESS

Music in the Park- Advertisements/Food for BBQ/Balance Due for Band: Clerk/Treasurer Harvey advised that the balance due to the band would be \$3,000.00, the estimated cost of advertising would be \$1,406.10 with \$182.05 of that to be out of pocket expense and that the cost of food for the BBQ at quantities the same as last year was estimated at \$790.88. The council asked if there had been a lot left over from last years event. Harvey advised that there was not and that what there was had been sold at cost so that it would not spoil. Fagan moved to approve the expenses as presented, Loftice seconded and the motion was passed.

Lien Release- Block 22 Lots 11 & 12- Paid in Full: Clerk/Treasurer Harvey noted that the utilities on the property had been paid in full and that the lien needed to be released. Stull moved to approve the release of the lien on Block 22 Lots 11 & 12, Loftice seconded and the motion was passed.

Discussion of Dumpster Use in Area of RV Park, Senior Center and Thrift Store: Councilperson Loftice reported that the dumpster at the Senior Center was being way over used and that they had painted a sign on it trying to stop others from using it but are still getting other trash in it. Stull asked if the dumpster could be locked. Loftice noted that she would have to talk to the person that picks up the trash. Craig suggested that perhaps the Thrift Store Dumpster that the town pays half of could be

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moved to another location where the users of the RV Park have to walk right by it to get to the senior center dumpster. Another option might be that the town pay for one dumpster for the RV Park and no longer pay for half of the dumpster for the Thrift Store. He noted that he had gone to check the situation out when the question first came up and that there were no signs on the Senior Center Dumpster. The possibility of twice a week pickup from May to October was also brought up. The thrift store will be contacted and the cost of twice a week pickup will be looked into. No other decisions were made.

Organizational Service Contracts-Carbon County EDC-\$250.00; SMML Mtn Man Rendezvous \$500.00; Grand Encampment Cowboy Gathering \$500.00; Encampment Preschool \$1,250.00: Stull moved to issue service contracts to the organizations as budgeted, Loftice seconded and the motion was passed.

Bank Account for Municipal Court Fees: Clerk/Treasurer Harvey noted that the Department of Audit interpreted statute to require a separate bank account for the deposit of municipal court fines. A line item in the general ledger was not sufficient. The fines would be deposited, then a check written back to the general fund for the proceeds. She asked the council if they would like to consider opening the account with a minimal deposit such as \$500.00 if that was a sufficient amount. Loftice moved to open the additional account with \$500.00, Craig seconded and the motion was passed. The account will have the same signers as the other Rawlins National Bank accounts.

Use of Stage for Wedding: This matter was handled earlier in the meeting.

Excess Turning on/off of Water- Discussion of Possible Fee: The possibility of establishing a fee for residents that abuse the service of having the water turned off and on for free was discussed. It was noted that there are a few people that have their water turned on and off each time they come to town at all hours of the night or on the weekend and that one that has a water leak and is avoiding fixing the leak by having the water turned on and off frequently. Maintenance/Operator Tieszen noted that some residents know that they are coming and make prior arrangements, but others show up unannounced and someone is called out are paid overtime or given comp time to do it. Craig suggested a rate of \$25.00 for a non-emergency call out. Maintenance/Operator Tieszen noted that the public works department could begin educating the public when they perform the service that a fee will begin for the service outside of normal operating hours. Clerk/Treasurer Harvey noted that implementing a fee would require a resolution. She would draft one for the next meeting.

Grand Encampment Business Park- EDC Loan Account Interfund Loan Debt Service \$4,830.84 net proceeds: Clerk/Treasurer Harvey noted that the Grand Encampment Business Park had net proceeds of \$4,830.84 for the FY18/19 fiscal year. She reminded the council that the proceeds were purposed for debt service on the interfund loan and asked for permission to transfer the proceeds to the Economic Development Loan Fund. Fagan moved to allow the transfer of \$4,830.84 to the EDC loan fund for debt service, Loftice seconded and the motion was passed.

Ferguson Enterprises- Purchase of Water Meters- \$1,363.20 plus freight: A quote was presented for the purchase of 8 water meters. Maintenance/Operator Tieszen noted that the current meters had a life span of about ten years. Some of them are about 20 years old. A new type of meter is available that has a 20-year life span. When meters fail the town will show a loss in revenue. He noted that they are

rotating them out, but are seeing more that need replacement. The possibility was discussed of making it a project to replace 100 meters a year. replacing them in phases will keep them from all failing at once. Craig moved to approve the purchase of the water meters at \$1,363.20 plus freight, Fagan seconded and the motion was passed. An additional quote will be sought for a larger quantity of meters.

Department of Public Works Tool Kits \$708.00 plus shipping: Maintenance/Operator Tieszen reported that their DeWalt tools were about at the end of their life span. They can no longer buy battery replacements for them and they are shot. Councilman Stull suggested that they look into Rigid tools as they have a lifetime battery replacement for commercial use. Craig moved to allow up to \$1,000.00 for the replacement of the tools, allowing the Public Works Department to look into other options, Stull seconded and the motion was passed.

Extended Irrigation Outage- Area of Wiley, Jackson & Dickinson: Maintenance/Operator Tieszen noted that there was an area of town that had experienced a lengthy outage and that they hoped to have the system back in operation by the first of the week. Water usage on affected accounts will be evaluated when meters are read.

RNB State Bank Application for Deposit of Public Funds: Clerk/Treasurer Harvey noted that Rawlins National Bank has changed their name to RNB State Bank and has submitted an application for the deposit of public funds to the town. Since the applications are used to designate depositories in January each year, it is likely necessary to formally accept the application. Stull moved to accept the application for deposit of Public Funds with RNB State Bank, Fagan seconded and the motion was passed.

Road Grader- Estimate for Parts- 4 Rivers Equipment \$1,137.28 plus freight & estimate 3 Hours Labor @75.00/hour-Ron Harvey: Maintenance/Operator Tieszen reported that the grader has a significant hydraulic leak and that the Town was fortunate to have a mechanic in the area that could fix it. Stull moved to approve the purchase of the parts as estimated and to allow Ron Harvey to repair it, Loftice seconded and the motion was passed.

Source Water Protection Plan Review: Mayor Salisbury noted that the source water plan had been in place since about 2005. He noted that it came about historically due to the possible plan of a ski resort and a 200+ housing development on Green Mountain. He noted that he had met with Bruce White who wanted to advise the Town that he did purchase the property. He intends it to be used as a ski area for personal use and a few clients for Cat Skiing. The use of a snow cat as a lift is planned, possibly a rope-pull at some point. There may be a building to store the cat or and a small building at the top for employees. He might also put it into a conservation easement. Mayor Salisbury noted that the main concerns were the property was located in the Town of Encampments watershed. That is the reason for wanting to review the watershed protection plan. Craig noted that the plan should be reviewed periodically anyway. DEQ would have a little more pull as the permitting process goes through them. Mayor Salisbury also advised that the Town of Encampment has an MOU with Carbon County Planning and Zoning who will need to approve any development. They should also keep us informed of activity in in the Encampment area. Discussion turned to the whether or not the own would see anything other than folks driving though Town to access the area and possible scenarios and site requirements for someone who opens a ski area. Mayor Salisbury noted that the Town of Encampments first responsibility is to make sure that we stay informed. It is a very serious issue, the

last attempt at development started out the same way. The Town of Encampment has to be very careful. He noted that Mr. White seemed very nice and very environmentally friendly. We need to be watchful and see how it plays out. Clerk/Treasurer Harvey stated that if the council would like she would look into options for the update of the plan starting with contacting the Wyoming Association of Rural Water Systems for suggestions.

CORRESPONDENCE:

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

Wyoming DEQ-ISC TransWest Express Permit Approval- via email

Wyoming DEQ- WYPDES WY0035980 Renewal Notice

Wyoming Community Foundation Annual Report

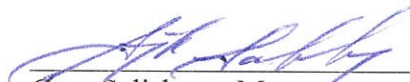
WYDOT- Notification of State Transportation Improvement Plan meeting- via email

Carbon County Visitors Council- Grant Program Changes

With no further business, Loftice moved to adjourn at 8:20 p.m., Stull seconded and the motion was passed.

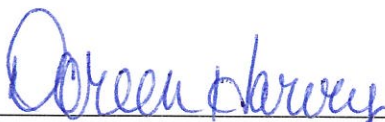
Doreen Harvey, CMC
Clerk/Treasurer

Approved: August 8, 2019



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer