

Town of Encampment  
Regular Meeting  
September 12, 2019  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday September 12, 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; and Martha Ralston, Deputy Clerk. Public Guests were Janice White, John Farr and Paul & Terri Westover. Audience members were Sandy Martin and Josh Wood of the Saratoga Sun.

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

### AGENDA

Loftice moved to approve the agenda with the additional public guests, Stull seconded and the motion was passed.

### MINUTES

Stull moved to approve the minutes of the August 8, 2019 regular meeting as distributed, Loftice seconded and the motion was passed.

### FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that the revenues were at about 9.3% of projections and expenses were at about 9.05%. She noted that the late bills include a check to Visa that was reissued for a lesser amount than was approved last month due to an invoice that was not included on the statement. Fagan moved to approve the August 2019 financial statement, the August 2019 payroll and liabilities in the amount of \$28,417.97, manual late monthly payments in the amount of \$2,846.49 and the regular monthly bills in the amount of \$53,451.64, Craig seconded and the motion was passed.

Blue-Cross/BlueShield \$7,065.33  
4 Rivers Equipment \$64.11  
Blizzard Broadcasting \$240.00  
Blue-Cross/Blue-Shield \$7,065.33  
Carbon Power & Light \$3,997.55  
Corkle Oil, LLC \$1,207.80  
Dearborn Life Ins. \$53.94  
Energy Laboratories Inc. \$944.00  
Erickson and Roberts \$75.00  
Evergreen Disposal \$22.50  
Ferguson Waterworks \$798.71  
Gonzales Tree Service \$4,050.00  
Harvey Heavy Equipment \$450.00  
Liquid Engineering Corp. \$7,625.00  
North Fork Engineering \$10,922.74  
Office Depot \$175.68  
Quill Corp \$221.97  
Riverside Garage & Cabins \$96.85

Rocky Mountain Air Sol. \$34.18  
S.C.W.E.M.S. \$3,375.00  
Saratoga Auto Parts \$326.38  
Shively Hardware Co. \$419.89  
Thatcher Company \$1,034.90  
Trading Post \$95.44  
Union Wireless \$536.80  
UPRSWDD \$8,732.73  
US Postal Service \$140.00  
Visa \$297.14  
WARWS \$320.00  
Xerox Financial Services \$93.65  
Xesi Document Solutions \$34.35  
TOTAL \$53,451.64

MANUAL CHECKS  
4 Rivers Equipment 245.47  
Burns Insurance Agency 457.02

KTGA/KDBY 442.00  
Saratoga Sun 824.00  
Visa (Reissued for lesser amt. 878.00  
TOTAL \$2,846.49

PAYROLL TAXES AND LIABILITIES  
AFLAC \$76.72  
Workers Compensation \$635.29  
WRS Deferred Comp \$300.00  
WY Retirement System \$3,160.60  
WY Retirement- VFD \$240.00  
Unemployment Insurance \$66.34  
US Treasury \$2,876.82  
US Treasury \$2,577.74  
Net Payroll \$18,484.46  
TOTAL \$28,417.97.63

### PUBLIC GUESTS

Janice White: Mrs. White was present to follow up with the council on this issue of the tall grass and weeds brought forward last month. She asked councilman Craig if he had reviewed the ordinances. He indicated that the ordinances were more for disrepair than nuisance issues. He noted that he saw nothing that said residents must keep property mowed or cleared. Mrs. White stated that she believes the council should have such an ordinance due to more and more part time or seasonal residents not caring for their property. She noted that it is a health and safety issue due to rodents, disease and the risk of fire. She proposed the council consider an ordinance similar to what Dixon has in place, citing

their process for enforcement. Mayor Salisbury advised that a number of letters had been written to property owner and that some have already responded to the request. He asked her what properties she was looking at, noting that the town was not going to mow vacant lots. Mrs. White noted that it was less vacant lots and more the absentee owner properties that she was looking at that were home to feral cats, noxious weeds and skunks residing in stumps. She expressed her hopes that more families would come to town and that she believes that something needs to be on the books to enforce the issue before it is exacerbated. Mayor Salisbury noted that a lot of the roadways and areas that are overgrown have been that way for more than 60 years. Mrs. White noted that she also had some other concerns about a partially a burned house, appliances, junk and a refrigerator. It was noted that there is an ordinance on the books to deal with the appliances and refrigerator. Mayor Salisbury noted that the Police Department can enforce those ordinances. He advised the audience that we live in a rural area and that what might seem like junk to some may be a treasure to someone else. To draw the conversation to a close Mayor Salisbury requested that Mrs. White provide the Town with a list of what it is she is looking at so that the town can see if there is anything they can do. The council did not show any interest in adopting additional ordinances for property maintenance.

John Farr- Mr. Farr, Encampment's representative on the Carbon County Economic Development Corporation Board was present to advise the council that there were a lot of changes on the board. He noted that Executive Director Cindy Wallace was resigning and moving back to Kansas to be with family and that he intended to apply for her position, citing his experience with the board. He also noted that there was a Canadian company looking to expand into Carbon County that puts up towers and may be looking to put one on Green Mountain. He also expressed his opinion that the Brush Creek Ranch resort is bring jobs, places to live and is evolving into a year-round operation that has a big impact in Carbon County.

The council thanked Mr. Farr for his update.

Paul & Terri Westover: The Westover's were present to express their concerns that a neighboring property owner that is building a shop may be encroaching on their property with the dirt that he has hauled in for the foundation. Mr. Westover noted that he did not know if the neighbor's property was surveyed correctly or not, but he had been unable to locate a property pin. He also expressed concern about runoff from a building that close to the property line stating that he thought to property owner should have a retaining wall. Councilman Craig noted that lot size is 115' x 25' and that either property owner can have a survey done. It is the property owners responsibility. Mayor Salisbury noted that if any survey pin were located, the boundary could be verified. Mr. Westover noted that he could fine no survey pins or rebar. Clerk/Treasurer Harvey noted that the Planning Commission was satisfied that Mr. Poole had met all setbacks submitted on the application, if Mr. Pool was doing what was submitted. The council noted that the Planning Commission did a good job locating pins.

Stull moved to refer the matter back to the Planning Commission to verify that Mr. Poole was following the application and to reverify the property boundary, Loftice seconded and the motion was passed.

#### **UNFINISHED BUSINESS**

Sewer Lagoon Project/Reserve Transfers: Clerk/Treasurer Harvey noted that she had two months of invoices for engineering on the project that would need to be covered from the 2009 Specific Purpose Tax since revenue for the 2019 Specific Purpose Tax was not coming in yet. The amounts were

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\$10,922.74 and \$7,874.35 for a total of \$18,797.09 in need of transfer. Fagan moved to allow the clerk to make the necessary transfers, Loftice seconded and the motion was passed.

Source Water Protection Plan Review/Public Meeting: Clerk/Treasurer Harvey noted that a public meeting on the matter would be held Tuesday September 17, 2019 at 6PM at the Town Hall council chambers.

## **COMMITTEE REPORTS**

Planning Commission: Minutes of the previous meeting were provided to the council.

Department of Public Works: A written report was submitted.

Clerk/Treasurer: A written report was submitted.

## **ADDITIONS TO THE AGENDA**

Handled under Public Guests.

## **NEW BUSINESS**

Gonzales Tree Service- \$1,350.00 per day- Ratify Decision for 3 Days Work: The council had given permission for Gonzales Tree Service to trim and remove dangerous trees in the parks while they were in the area. Councilwoman Fagan noted that she had observed them working and that they were very efficient and had not done a good job. Fagan moved to ratify the decision to have Gonzales Tree Service trim the trees in the park at a cost of \$4,050.00, Loftice seconded and the motion was passed.

Hi Power Electric- Change Order Request #1 / Discuss Options for Enclosure: Mayor Salisbury reported that Hi Power Electric had reported that the state is requiring enclosures around all electrical panels that meet their specifications before the power can be turned on. A change order in the amount of \$10,930.00 was submitted. He also noted that the tenant might also submit a bid for the buildings. The specifications were to make a room that was dust free and the state will not issue a permit until it is compliant. Discussion ensued about what was necessary and why it was necessary. The council postponed the decision on the matter until more information is known.

GEBP- Lease Renewal- TNT Forest Products: Mayor Salisbury noted that the tenants were seeking a renewal of their lease for the mill site in the Grand Encampment Business Park at the same terms since they are still cleaning up and fixing the site. Stull moved to renew the lease for another year at the existing terms, Loftice seconded and the motion was passed.

WY Department of Audit F-66 Report: Clerk/Treasurer Harvey reported that she had emailed the report to the council for them to review for accuracy a few weeks back. She advised the council that if they agreed with the information written in the report that she would like their permission to submit it. Loftice moved to allow the clerk to submit the F-66 report as presented, Stull seconded and the motion was passed.

Opera House Cleaning Services: Clerk/Treasurer Harvey noted that the town had been let down with cleaning services recently prior to an event. She asked the council for permission to seek alternate cleaners within the same price range. Councilman Craig suggested that due to her knowledge of the

situation, the council allow the clerk to handle the matter. Stull moved to allow the clerk to handle the matter of seeking alternate cleaners, Loftice seconded and the motion was passed.

Distribution & Collection Workshop, Laramie, October 2<sup>nd</sup>- \$100.00 Per Attendee: Clerk/Treasurer Harvey reported that Katrina and Ben had expressed interest in attending the workshop. Craig moved to allow Katrina and Ben to attend the workshop at a cost of \$200.00, Fagan seconded and the motion was passed.

Pre-Winter Cemetery Cleanup- Beginning October 15<sup>th</sup>- Advertisement: Clerk/Treasurer Harvey reported that the Public Works Department is wanting to do a pre-winter clean up of the Cemetery. She noted that the floral memorials tend to blow apart during the winter and blow everywhere. It would make spring cleanup easier if these memorials could be removed before winter. Fagan moved to allow the clerk to place an advertisement for a pre-winter cleanup of the cemetery, Loftice seconded and the motion was passed.

Conditional Use Application- Block 32 Lots 6-10- Set Public Hearing: Clerk/Treasurer Harvey noted that an application for conditional use for use of a home as a lodging house had been received by the Planning Commission. Part of the process is for the Council to hold a Public Hearing on the matter. Stull moved to hold the hearing on October 10<sup>th</sup> during the regular council meeting, Fagan seconded and the motion was passed.

Resolution 2019-07 Amending the Specific Purpose Tax Joint Powers Board: Clerk/Treasurer Harvey noted that the current Specific Purpose Tax Joint Powers Board had the year 2009 as part of the title. The year will be removed from the board so that it can handle the 2019 Specific Purpose Tax and any future taxes. A new resolution is required to do that. Fagan moved to approve resolution #2019-07 amending the Specific Purpose Tax Joint Powers Board and agreement, Loftice seconded and the motion was passed.

Drainage Between the Town Hall and Post Office: Mayor Salisbury noted that the Town needs to find someone to grind it our or chip it out and repour it, that the town crew does not want to do it. Discussion ensued with the mayor advising that the drainage will not flow past the hump in the concrete and backs up and goes under the wall into our building. The mayor noted that the drain pipe from the roof of the post office should also be extended. He stated that he would look into the matter and contact building owner Bill Sauley.

Return of Cemetery Deed to Town- Ray and Mae Griffith: Clerk/Treasurer Harvey advised that the Griffiths plans had changed and that they have moved from the area. They have asked to return the deed to the town and allow the town to keep the purchase price as a donation to cemetery care. Harvey advised that since it is an official instrument the town should likely make a motion to accept the deed so that the plots could be resold. Stull moved to accept the return of the deed so that we can resell the plots, Loftice seconded and the motion was passed.

Resolution 2019-08 Allowing Use of the Water Reserve Fund for the Purchase of Water Meters: Clerk/Treasurer Harvey noted that the purchase of the water meters for \$15,638.57 plus freight will cause the water department to go over budget before it can be amended. She presented resolution

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#2019-08 allowing the use of the water reserve fund to cover the cost of the meters. Loftice moved to approve Resolution #2019-08, Craig seconded and the motion was passed.

Carbon County Multi Hazard Mitigation Plan- New Mitigation Requirement: Clerk/Treasurer Harvey reported that she had been contacted by Melinda from the Wyoming Office Of Homeland Security and advised that having a new mitigation for this plan from each community was a requirement. Since we adopt the county plans and do not have our own, we need to come up with something. She suggested that the mitigation could be for drought and that the town could mitigate drought by doing an educational pamphlet advising residents how to conserve during a drought. Fagan moved to have the new mitigation be drought education, Stull seconded and the motion was passed.

Upgrading Systems to Windows 10- System Conversion Support: Clerk/Treasurer Harvey advised that she would be upgrading the towns computers to Windows 10 soon. She asked if they would consider allowing her to have Cindy Hamilton who has knowledge of the Town systems on standby to help if there were any issues with the conversion citing concerns for the billing and financial software. Harvey noted that her rate is \$45.00 per hour and that she has been very generous with her time for the Town in the past. Loftice moved to allow the clerk to utilize Cindy Hamilton at a rate of \$45.00 per hour if necessary, Fagan seconded and the motion was passed.

Barry Cole-Follow up on 05-10-2018 Discussion: Council members agreed that they should follow up on their previous actions. Mayor Salisbury stated that he thought the town had agreed to have the property line surveyed to determine what was encroachment at the time. Councilman Craig noted that he recently contacted WLC about a survey and he thought the cost was about \$1,000.00. Stull moved to have the clerk get a quote on the cost of a survey of the property line in question, Loftice seconded and the motion was passed.

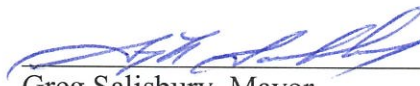
**CORRESPONDENCE:**

WAM, WAMCAT, WBC, SPVCC, CCEDC, CCVC, UPRSWDD, WYDOT, SCWEMS info & newsletters via email  
Carbon County Clerk- Notice that Stifel Acquired Assets of George K. Baum & Co.  
LGLP- Request for Nominations for Board  
WAM Energy Lease Program-via email  
WAM Region 6 Meeting- Sept. 20<sup>th</sup> in Green River  
WCF-Grand Encampment Opera House Endowment Fund  
Grand Encampment Cowboy Gathering- Thank You  
Governor's Arts Awards- February 21, 2020  
WY Department of Workforce Services-2020 Rating Notice

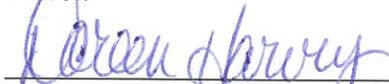
With no further business, Loftice moved to adjourn at 7:45 p.m., Stull seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: October 10, 2019

  
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Greg Salisbury, Mayor

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer