

Town of Encampment
Regular Meeting
November 14 2019
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday November 14, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Kimberly Loftice, Shannon Fagan-Craig and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Martha Ralston, Deputy Clerk; Katrina Nuhn and Ben Tieszen, Maintenance/Operators. Also present were Stas Banach, Planning Commission and Cory Nuhn, Fire Chief. Public Guests were Archie Roybal, Carbon County Sheriff; Will Faust and Leslie McLinskey, Valley Health Care Project and Janice White. Audience members were Sue Jones, Carbon County Commissioner; Leroy Stephenson, Riverside Mayor; Mike Erickson, Encampment K-12 School Principal; LeAnn Stephenson, Alyson Sneddon, Sandy Martin, Kelly Ralston, Marilyn Marshall, Scott Priegel, Irene Archibald, Cindy Hamilton, Cori Tieszen, Sarah Wagy, Mackenzie Rakness, Rachel Swanson, Nick Wamsley, Andrea Zeller, Jon Nelson of North Fork Engineering, Emma Diercks of KTGA/KBDY and Josh Wood of the Saratoga Sun.

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

AGENDA

Fagan-Craig moved to approve the agenda with the additions, Stull seconded and the motion was passed.

MINUTES

Fagan-Craig moved to approve the minutes of the October 10, 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 22.9% of projections and expenses were at about 17.65%. Stull moved to approve the October 2019 financial statement, the October 2019 payroll and liabilities in the amount of \$35,628.14, manual late monthly payments in the amount of \$15,582.00 and the regular monthly bills in the amount of \$40,958.26, Loftice seconded and the motion was passed.

ACM, LLP \$6,000.00
Air-O-Lator Corporation \$2,062.48
Blue-Cross/Blue-Shield \$5,716.23
Carbon Power & Light \$4,099.97
CNA Surety \$375.00
Encampment Petty Cash \$10.74
Energy Laboratories Inc. \$52.00
Evergreen Disposal \$22.50
Forster Landscape & Const. \$775.00
North Fork Engineering \$5,672.62
North Park Propane \$480.25
Office Depot \$269.97
Posey Wagon Portable Toilet Svc \$300.00
Quill Corp \$87.30
Riverside Garage & Cabins \$86.48

Rocky Mountain Air Solutions \$33.40
S.C.W.E.M.S. \$3,375.00
Safeguard QBS \$283.60
Saratoga Sun \$85.00
Shively Hardware Co. \$252.47
Uline \$141.68
Union Wireless \$538.30
UPRSWDD \$9,742.27
US Postal Service \$173.00
Visa \$195.00
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$40,958.26

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72

Workers Compensation \$793.49
WRS Deferred Comp \$300.00
WY Retirement System \$3,243.76
WY Retirement- VFD \$240.00
Unemployment Insurance \$2.81
US Treasury \$2,062.28
US Treasury \$6,164.56
Net Payroll \$22,744.52
TOTAL \$35,628.14

Late Monthly Bills
Hub International \$10,570.00
WY DEQ-WQD \$500.00
Carbon County Treasurer \$12.00
Thomas James \$4,500.00
Total \$15,582.00

PUBLIC GUESTS

Archie Roybal-Carbon County Sheriff: Sheriff Roybal introduced himself and stated that he was present to express his concern that with the retirement of the law enforcement officer in Encampment the Town would not pursue a replacement. He noted that the Town not only had citizens to consider but there was the school which has lots of students. He advised that between January 1 and November 12th of this year the County had responded to 198 calls in the Encampment area. He also noted that he understands the burden of budgeting, but that Encampment needed to maintain an officer for the safety of all that is here. He continued listing the many reasons he felt it was necessary to hire an officer.

Mayor Salisbury noted that the officers last day was just two weeks ago and that hiring an officer is a lengthy process that he has been a part of several times in the last 20 years. He stated that he himself was part of the police department twice and the job can be 85% boredom and 15% mayhem. He also noted that the officer mainly does small stuff and school zones. The Town does not handle jailable offenses due to cost. Mayor Salisbury advised that the right officer is very tough to find. The Town cannot afford officer coverage 24/7. With one officer they are entitled to days off, where they are gone from town, they also have vacation or they get sick further limiting coverage. He noted that a good officer is hard to find. The Town needs someone who is going to be flexible and that will take time to find. The council heard a number of comments from the audience ranging from how long the town knew the officer was planning to retire to scenarios where law enforcement, not just in Encampment but in outlying areas, was critical and asking what had been done so far. Councilwoman Fagan-Craig noted that the official notice had been given to the council on October 10th and that his last day was October 30th. Councilwoman Loftice stated that the intention is to provide a full-time officer. Sheriff Royal asked about the Towns of Encampment and Riverside getting together to share expense. Mayor Salisbury stated that there were lots of possibilities and that communities had worked together historically. The budget is currently \$135,000.00 for one officer with all expenses. He reiterated to all that the process takes time. Audience members questioned the time frame. Mayor Salisbury noted the Town has to go out for applications and do interviews and do their due diligence to make sure it is the right officer for Encampment. The Town has had applicants in the past that looked great on paper, but were not hireable. Sheriff Roybal advised that the county was three officers down, but they just need to keep trying.

Heartfelt discussion ensued with audience members expressing concern that the Town had not acted immediately. Concerns about delays in law enforcement response in life threatening situations, an active shooter at the school scenario, delays in support for EMTs in situations where an office needs to secure the scene before a victim can be accessed, the possibility of a child being ran over in a school zone, were some of the concerns expressed by audience members. Audience members reiterated the idea of pooling resources with Riverside. Emotional discussion continued regarding the delay in the process.

Mayor Salisbury reiterated that the process takes time. He noted that a law enforcement schedule was limited by Fair Labor Standards usually as set schedule of four days on and three off. With one officer there would still be times the officer will not be on duty during a situation. Further discussion ensued. It was then noted that the process includes advertisement, setting a deadline for applications, interviews, background checks, checking history, references, prior department, certifications and physical and psychological evaluations.

Former Councilwoman Cindy Hamilton, was in the audience and addressed the audience during the discussion. She advised that she sat on the council for eight years. She noted that she had been through the process. She expressed that the Town cannot afford two officers, that there were difficulties with the past MOU. She also reiterated that there was a good chance that something bad could happen when an officer is not on duty. She cited that there were risks for where we live and encouraged audience members to be constructive and to not attack those in the elected positions and to move forward constructively. Former Councilwoman Irene Archibald also addressed the audience and advised that she too had been through the hiring process and the interviews, background checks, medical evaluations and everything else. She noted that it is all a really important in the process and that everyone has to be patient.

Mayor Salisbury asked Sheriff Roybal if the state was the only one that could do the background check or if it could go through another agency. The Sheriff indicated that once the documents were filled out, other agencies can request the background check. He noted that if an officer is already P.O.S.T. certified the

process is much simpler. If one has to go through the academy it is about \$2,700.00 plus wages. Some of it can be done online with exception of the physical challenges. He cited some places that he has published for applications. The audience made the suggestion that the council should consider using some of the remaining police budget for part-time reserve officers.

Mayor Salisbury asked if the audience had any further questions. Hearing none he stated that the council intends to start the process as quickly as they can and to do the best they can to find the right officer.

Platte Valley Health Care Project- Will Faust/Leslie McLinskey: Mr. Faust and Ms. McLinskey were present to update the council on the Platte Valley Health Care Project and health care in the valley. Mr. Faust noted that for about a year the PVHCP board has been doing extensive research on the issue and has determined that a Critical Access Hospital is the way to go. It is the only way that offers stable and sustainable funding, to save senior care, offer 24-hour care and have visiting specialists. Two months ago, final financial information was examined and the determination was made that it is a very favorable project. The location of the facility would be between the Forest Service Buildings and the Whistle Pig in Saratoga. They have completed engineering, survey, infrastructure, and reviewed the project with management, Corbett and Iverson, garnering ongoing support. He noted some of the advantages, such as visiting specialists like Premier Bone and Joint and others that could offer pre-op and post-op care. He advised the council that the group was a sub-group of the Corbett Foundation and that they have filed a 1023 for tax exemption and should have the decision within the 90 days. They have been discussing the matters with senators and congress to move forward with the matter. USDA is working with them to put together a loan application and architectural plans. They met with a member of the state four weeks ago that has extensive experience and believe that it can be done within budget.

Mr. Faust offered to answer any questions the council might have and noted as they go through the process, they need to have local support. He asked the council to write a letter in support of the project to Lorraine Werner with the USDA Loan program. He noted that the loan is a "No Recourse Loan" and that there has never been a default to the loan in the state of Wyoming. He noted that the group was very conservative with their estimates. If the facility is not being properly managed, USDA will have the right to step in. He noted that in the current situation both existing facilities are failing. There are 17 critical care hospitals and 37 other facilities with the same business model in Towns the size of Saratoga. This type of model will allow opportunities for state grants and other funding. He noted that the communities need to have a 20% match that can either be cash or in-kind. When asked about donations Mr. Faust noted that conversations with any or all donors are sensitive and that confidentiality is a must.

The council expressed their support for the project, thanked Mr. Faust and Ms. McLinskey for the update and agreed that they would provide a letter of support for the project.

Janice White: Mrs. White advised the council that she had provided a few pictures as requested by the mayor to show properties that had refrigerators and items stored around them. She noted that her initial intent was to show that it was a public health and safety concern, not to be unreasonable or argumentative. She is concerned about parents and children and thought she was doing her civic duty. She also noted that the photos resented were sample of places where feral or dead animals can be found even around derelict vehicles. She noted that since the initial discussion grass had been mowed and some items looked better, but that other issues such as the burned-out trailer, with the access through the windows, were habitat for feral animals. Someone should be involved with the health and safety issues. Some towns have derelict vehicles listed in their ordinances and Encampment does not. She noted that leaking liquids were an environmental concern, were poison and could also present risk for fire or explosion, and broken glass. She noted that statistics prove that crime goes up and property values go down. She understands the

reluctance of the council, but feels it needs to be addressed. You cannot force people to have pride, but public health and safety needs to be addressed. She noted that she does not know what obligation or liability it was for the town, but that she would leave the matter to the powers that be. She thanked the council for listening and for the conversation.

Mayor Salisbury noted that the Town does have an ordinance for refrigerators that they are obligated to enforce. He noted that sometimes it comes down to finances on issues like the burned-out trailer. It has to be dismantled and hauled away. He noted that Encampment is a working community and questioned how far the council should go to tell a property owner what they can and cannot have on their property. Mrs. White noted that it was not aesthetics, it's a health and safety concern. One member of the audience suggested about cleaning up properties and placing a lien. It was noted that you cannot force community members to have pride in their property.

The conversation returned to refrigerators which council noted, the Town does have an ordinance on. Discussion ensued about the cost of having freon removed from refrigerators, which can be costly and finding a certified person can be difficult. They have to be freon free to even take them through the gate at the transfer station. Transporting the item to a qualified dealer could prove difficult. It was expressed that Drummond Refrigeration out of Rawlins might provide the service to come and remove the refrigerator for a price. One suggestion was to have someone come to the transfer station on a specified day, like free dump day, to remove the freon which might lessen the cost to residents. County Commissioner Sue Jones who is also on the UPRSWDD board indicated she would take the issue back to the board for discussion.

Before the meeting adjourned the clerk was instructed to write letters to all property owners with refrigerators or large appliances with doors that kids could get in, advising them about the ordinance and telling the to lock or remove the doors or to consider removing the items from their property for the safety of the kids.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Projects: Jon Nelson from North Fork Engineering advised that the results from the most recent sludge judging were in. He noted that fecal coliforms were low, which was good. Nutrients like potassium, nitrogen and phosphorus were also low, which was not as favorable and lessened the value of it. He also noted that metals were as low as good as it gets, with trace levels, which is exceptional for quality. There should not be any issue with its use from a regulatory standpoint. Nelson asked the councils permission to reach out to land owners in the area to see if any of them have an interest in the sludge before we go into the bid process, estimating gallons and application rate for best pricing. How it would be hauled and utilized was also discussed. Mayor Salisbury asked if it could be spread on the old dump area. Councilman Craig noted that he remembers that there was no irrigation allowed on the site.

Clerk/Treasurer Harvey noted that she needed permission to transfer \$5,672.62 from the 2009 Specific Purpose Tax to cover recent project expenses. Fagan-Craig moved to approve the transfer as requested, Loftice seconded and the motion was passed.

Barry Cole 1008- Heizer Avenue: Mayor Salisbury read portions of the letter from the resident indicating that that there were issues that prevented him from correcting the encroachment including health and that possible sale of the house in the spring would generate funds to fix the issue. No action was taken on the issue.

SCWEMS Encampment Representative-Letter of Interest: The council received a letter of interest in representing Encampment on the SCWEMS Board from Tim Nicklas, the Director of the Grand Encampment Museum. Stull moved to appoint Mr. Nicklas as the Town of Encampment representative to the SCWEMS board, Craig seconded and the motion was passed. The council expressed appreciation for his willingness to serve.

2021 All School Class Reunion Mailer: A draft of the letter was presented to council. Clerk/Treasurer Harvey noted that envelopes, stamps and labels were needed by the committee for about 60 mailers. The funds will come to the town towards the BBQ. Fagan-Craig noted that the council had given their approval for the event that the October 10th council meeting. Fagan-Craig moved to provide the supplies for the mailer as requested, Loftice seconded and the motion was passed.

Saratoga Encampment Riverside Conservation District- Offer to Help Develop a Source Water Monitoring Plan: Clerk/Treasurer Harvey reported she distributed the final plan to a number of agencies. The SERCD had offered their services to help develop a source water protection plan. Councilman Craig noted that since they were interested and had helped with the original plan, he thought it was a good idea. The council agreed by consensus to accept their offer to help.

COMMITTEE REPORTS

Department of Public Works: A written report was submitted. Maintenance/Operator Tieszen offered to answer questions if there were any.

Clerk/Treasurer- Doreen Harvey: A written report was submitted. Clerk/Treasurer Harvey noted that she had items on the agenda later in the meeting.

ADDITIONS TO THE AGENDA

16th Annual Lighting Contest: Clerk/Treasurer Harvey asked of the council would like to continue with the event. She noted it was not really getting a lot of participation. The prizes are currently \$75 for 1st Place; \$50 for 2nd Place and \$25 for 3rd Place. Loftice moved to continue with the event, Craig seconded and the motion was passed.

Town Hall Closure- November 29th: Clerk/Treasurer Harvey asked if the council would be willing to allow the town hall to be closed the day after Thanksgiving, as in the past. Loftice moved to allow the clerks to close town hall on November 29th, Fagan-Craig seconded and the motion was passed.

34th Annual Winter Carnival- Jan. 24th & 25th- Button Contest Prize Money: Clerk/Treasurer Harvey reported that there was a possibility the prize money for the button contest would need to be awarded before the next council meeting. She noted that she was unsure of the amount at this time. Audience Member Alyson Sneddon and member of the Platte Valley Arts Council board expressed that PVAC would be sponsoring the button contest at \$100.00. Loftice moved to approve payment of \$100.00 in prize money for the Winter Carnival Button contest, Fagan-Craig seconded and the motion was passed.

NEW BUSINESS

WYPDES Permit- Ratify Submission of Renewal and \$500.00 fee: Clerk/Treasurer Harvey noted that the permit application came due before the council meeting and that she had sent out an email to get the approval to submit it so that it was not late. Craig moved to ratify the approval of the application and the \$500.00 fee, Loftice seconded and the motion was passed.

Block 112 Lots 1-12 Sewer Tap Question: Mayor Salisbury noted that he had met with Maintenance/Operator Tieszen on the matter and that the tie-in for the tap would be in the street. Craig noted that he had seen the map and that he had no issue with the tap. The sewer service line is the property owner's responsibility and there are rules for compaction and restoration of the street. Craig moved to approve the tap for the property as described, Loftice seconded and the motion was passed.

The Red Wagon, LLC- Retail Space- Lease Renewal: Ms. Sneddon was in the audience and stated that she would like to renew the lease for another year. Loftice moved to renew the lease at the same terms, Stull seconded and the motion was passed.

Resolution #2019-10 Water Meter Winter Management: Clerk/Treasurer Harvey noted that during the Department of Audit visit they asked her to produce a document that allowed residents to trickle water in the winter and not be billed. She noted that she had reviewed about 20 years worth of minutes and she had not come up with any written documentation on the practice. The Department of Audit had suggested that the town put the practice in writing. Stull moved to pass Resolution #2019-10 regarding Water Meter Winter Management, Fagan-Craig seconded and the motion was passed.

Resolution #2019-11- Adoption of Credit Card Policy: Clerk/Treasurer Harvey advised that Department of Audit had noted that there was not an official credit card policy for the Town of Encampment. They had advised that there should be one to govern its use. Loftice moved to approve Resolution #2019-11 adopting a Credit Card Policy for the Town of Encampment, Craig seconded and the motion was passed.

Purchase Policy Update- add Petty Cash and Reimbursement Language: Clerk/Treasurer Harvey noted that in working with the Department of Audit it was advised that the Purchase Policy be updated to include additional information on the petty cash handling and for reimbursement of purchases. Basically, taking existing practices and formalizing them into the existing policy for what we already do. Fagan-Craig moved to approve the revision of the policy as presented, Stull seconded and the motion was passed.

WAM Winter Workshop- February 26-28, 2020: Clerk/Treasurer Harvey advised the council that if anyone was interested in attending the WAM Winter Workshop to let her know and she would make hotel reservations. She noted that if no one was interested attending she might like to go. Fagan-Craig noted that she was working on that weekend. Stull moved to allow the clerk to attend the event and cover expenses, Loftice seconded and the motion was passed.

Local Government Liability Pool-Official Ballot: The council advised the clerk to nominate Jessica Weaver for the LGLP board position due to the information send in her Bio.

Executive Session- Personnel: At 8:34 p.m. Loftice moved to go into executive session for the purpose of discussing personnel, Stull seconded and the motion was passed. This in attendance were Mayor Greg Salisbury and Councilmembers Bill Craig, Shannon Fagan-Craig, Kim Loftice and Gary Stull.

At 9:05 p.m. Stull moved to return to regular session and seal the minutes and place them in the safe.

Craig moved to go out for applications for a police officer, Stull seconded and the motion was passed.

Mid-Winter Fire School- Up to 8 Members- Lodging & Expenses: The item was missed earlier in the agenda. Craig moved to allow up to 8 members to attend Mid-Winter Fires School in Riverton and cover expenses, Loftice seconded and the motion was passed.

CORRESPONDENCE:

WAM, WAMCAT, WBC, SPVCC, WYDOT, CCVC, UPRSWDD, SCWEMS, PVAC, WAC info & newsletters via email

CCCOG-Wind Excise Tax information via email

Wyoming Retirement System- Participation Summary Report

USDA Rural Development- Energy Across America Program

Wyoming Government Investment Fund Annual Meeting- November 19th

LGLP-Board Nominee- Weaver


Carbon County Planning & Zoning- Brush Creek Ranch Conditional Use Update

USDA Forest Service-Amendment to Brush Creek Ranch Special Use Permit- the council directed the clerk to submit a letter of comment addressing concerns about affects in the watershed.

With no further business, Loftice moved to adjourn at 9:10 p.m., Stull seconded and the motion was passed.

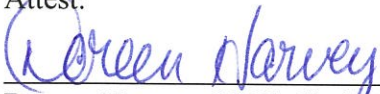
Doreen Harvey, CMC
Clerk/Treasurer

Approved: December 12, 2019



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer