

Town of Encampment  
Regular Meeting  
January 14, 2016  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday January 14, 2016 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Cindy Hamilton, Kimberly Loftice, Steve Reichert and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Chief of Police and Katrina Nuhn, Maintenance/Operator. Also present were Leroy Stephenson, Mayor, Town of Riverside; Ken Schwerdt of Engineering Associates and Erik Gantt of the Saratoga Sun.

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

**AGENDA**

Stull moved to approve the agenda with the addition, Loftice seconded and the motion was passed.

**MINUTES**

Hamilton moved to approve the minutes of the December 10, 2015 regular meeting as presented, Reichert seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Stull moved to approve the December 2015 financial statement and pay the monthly bills in the amount of \$63,570.29 including the December 2015 payroll and liabilities in the amount of \$24,322.11, Reichert seconded and the motion was passed.

Reichert moved to ratify the payment of late December bills in the amounts of \$243.00 to Prairie Dog Electric and \$1,150.00 to Mader, Tschacher and Peterson, Co., LLC for audit services, Loftice seconded and the motion was passed.

**PUBLIC GUESTS**

Encampment Riverside Lions Club- Brad Hebig: Mr. Hebig was not in attendance.

**UNFINISHED BUSINESS**

Ordinance 17.36.020(h)- 3<sup>rd</sup> & Final Reading of Amendment: Hamilton moved to approve the 3<sup>rd</sup> and final reading of Title 17.36.020(h) an ordinance adopting and enacting a revision to the Town of Encampment Zoning Ordinance of 2009; amending the Allowed Uses in the Business District by clarification that all uses from the R-1 and R-2 Districts are allowed with the exception of Mobile Homes which shall be restricted to established Mobile Home Parks, Reichert seconded and the motion was passed.

2015 Hydrant & Valve Project-Ken Schwerdt- Engineering Associates: Mr. Schwerdt presented a spreadsheet of options within the scope of the funding of the 2015 Hydrant and Valve project. Mayor Salisbury stated that they all look like good projects. Schwerdt reported that the only real change was that the Fourth Street Loop was likely not a good option for the Town crew to pursue on their own. Other projects in that area were complicated by ground water or bedrock costing and causing substantially more work than anticipated. It was also noted that the valves at the water plant could also become a challenging project. Should anything be done to the mains in that area, that project could also present issues. However, it could be looked at if quotes

for it were beneath the threshold for the project. That portion of the project will be further reviewed for options. It was also noted that regular duties of the town crew such as sewer maintenance and valve exercising should not be put off for the sake of the project.

Discussion ensued about the purchase of hydrants so that they would be on hand for replacement during the summer if time permitted. The cost of the hydrants is approximately \$4,000.00 each. Stull moved to approve to continue the project with the purchase of four hydrants at a cost of approximately \$4,000.00 each, Reichert seconded and the motion was passed.

Carbon County Attorney's Office/Commissioners- Letter to Medicine Bow regarding SCWEMS Joint Powers Board Agreement Amendment: Clerk/Treasurer Harvey read into the record a portion of the letter sent on behalf of the Carbon County Commissioners suggesting that Medicine Bow reconsider signing the SCWEMS Joint Powers Board amendment. The clerk noted that the county has asked for the towns in support of the amendment in its current state to publically act on their decision regarding adding their signature to the letter.

Hamilton stated that she was in support of the amendment and moved to sign the letter, Lofice seconded and the motion was passed. Erik Gantt from the Saratoga Sun asked if the council had been notified of a Special Meeting to be held in Medicine Bow regarding the matter. Clerk/Treasurer Harvey reported that she had heard of a possible meeting, but that no official notification from Medicine Bow was received prior to the meeting.

Irrigation Outfall- KW Construction- \$1,500.00: Mayor Salisbury reported that he had some discussions regarding the project and that the quote received was really more of a 'quick fix' than a solution to the problem. He would like to visit the site and look for a more permanent solution to the issue.

## **COMMITTEE REPORTS**

Police Department- Grayling Wachsmuth- Chief: Chief Wachsmuth submitted a written report. He commented that he was dealing with some dog issues and that dogs were causing the deer to be stressed.

Department of Public Works: A written report was submitted.

Recreation Department: Clerk/Treasurer Harvey reported that Winter Carnival was on track for January 29<sup>th</sup> and 30<sup>th</sup>. As the event draws closer the committee will know where they are with volunteers. Casino Night will be held by the Grand Encampment Museum and will be on the evening of the 30<sup>th</sup>. Councilperson Hamilton noted that Carbon Power & Light has given the okay to leave the light strings up for the event.

FEMA Flood Risk Meeting: Clerk/Treasurer Harvey noted that this item was on the agenda in error.

## **ADDITIONS TO THE AGENDA**

Sanitary Survey Solution- Engineering Required: Maintenance/Operator Nuhn reported that every three years the EPA does a Sanitary Survey and that this year there was a new question on it about the clear well overflow. There was a violation on the survey which is simple to fix. The

DEQ requires that the solution be submitted through the engineer so that it meets standards. The cost for the engineering of it should be under \$1,000.00. Hamilton moved to approve up to \$1,000.00 for engineering on the issue, Stull seconded and the motion was passed.

### **NEW BUSINESS**

Designation of Depositories, Newspapers, Posting Places: Clerk/Treasurer Harvey noted the current designations. The depositories are Rawlins National Bank, Bank of the West, Wyoming Government Investment Fund, WYOSTAR and the Bank of Commerce; the designated newspapers are the Saratoga Sun and the Rawlins Daily Times and the official posting places are the Town Hall, the Post Office and the Senior Center. Hamilton moved to keep the designations the same, Stull seconded and the motion was passed.

Catering Permit Application- Encampment Hospitality DBA Bear Trap Café- January 30<sup>th</sup> Casino Night: Councilperson Stull asked about the inquired about the number of applications for the event. Clerk/Treasurer Harvey noted that the Casino Night organizers rotate the permit between license holders and that it is the Bear Traps turn. Hamilton moved to approve the catering permit application for Casino Night, Reichert seconded and the motion was passed.

30<sup>th</sup> Annual Sierra Madre Winter Carnival Prize Money, Advertising and Expenses: Clerk/Treasurer Harvey reported that there was \$2,485.00 available for prize money from donations and Carbon County Visitors Council grant match in addition to the portion of Button Contest prize money already obtained. Loflice moved to approve the prize money in the amount of \$2,485.00 and the advertising and expenses for the event, Reichert seconded and the motion was passed.

Resolutions #2016-01- Street Closures for Sixth Street Sprint / #2016-02 Street Closures for Sled Races: Hamilton moved to approve both street closure resolutions as presented for the 30<sup>th</sup> Annual Sierra Madre Winter Carnival events, Loflice seconded and the motion was passed.

*Resolution #2016-01 authorizes the closure of Sixth Street between Barnett Avenue and Jackson Avenue and the closure of the intersection at Sixth Street and Barnett Avenue on the North and South side on January 30, 2016 from 12:00 p.m. to 3:00 p.m. for the annual Sixth Street Sprint.*

*Resolution #2016-02 authorizes the closure of Rankin Avenue above Seventh Street through Ninth Street to include the intersections of Eighth and Ninth Street, on January 30, 2016 between the hours of 9:00 a.m. and 2:00 p.m. for the annual Sled Races.*

Retail Space- Electrical Improvements: Alyson Sneddon, owner of The Red Wagon, LLC submitted an estimate obtained from Prairie Dog Electric for an electrical upgrade in the coffee shop area of the retail space that is owned by the Town of Encampment. The project is needed to address some safety concerns with overloaded circuits and to provide additional outlets for expanded service. It was noted that all wiring would be encased in conduit, adding a main panel in the kitchen. Mayor Salisbury stated that the electrical safety was the concern of the Town. The council agreed it was a wise investment. Reichert moved to approve the quote in the amount of \$2,750.00, Stull seconded and the motion was passed.

9<sup>th</sup> Annual Rabies & Dog Licensing Clinic- January 23<sup>rd</sup>- Advertising: Clerk/Treasurer Harvey noted that the Dog Clinic has been already been scheduled for January 23<sup>rd</sup> due to it being the available time slot. Dr. McFarland's office will be doing the clinic in the Town Hall Foyer from 9:00 a.m. to Noon. Hamilton moved to approve the advertising for the event, Reichert seconded and the motion was passed.

HACH Service Contract Renewal- Water Plant- \$5,177.00: The annual service agreement for the water plant was presented for renewal. Maintenance/Operator Nuhn reported that there is an increase in cost, but that it is a necessary service agreement. The Town has utilized it. Hamilton moved to approve the renewal of the agreement in the amount of \$5,177.00, Reichert seconded and the motion was passed.

10<sup>th</sup> Annual Music in the Park Event- Jake Clayton- \$4,500.00: Clerk/Treasurer Harvey reported Jake Clayton comes highly recommended and that this year's event is likely to be a large event as it is the 10<sup>th</sup> Annual Music in the Park event, the All-Class School Reunion and the 50<sup>th</sup> Anniversary Celebration of the Grand Encampment Museum. The artist has a website and links to listen to his music. Harvey noted that help in funding the band would be sought through the Wyoming Arts Council and Rec Board grant applications. A decision is needed on booking the band. Council agreed that they liked the idea of something special at the 10<sup>th</sup> annual Music in the Park event. Hamilton moved to approve contracting with Jake Clayton for the 10<sup>th</sup> Annual Music in the Park event at a cost of \$4,500.00, Reichert seconded and the motion was passed.

Cemetery Lowering Device- \$2,579.35: Maintenance/Operator Nuhn reported that they have had some problems with the lowering device. Mortuary owners are expecting this device to be provided by the cemetery owner. Calls were made looking for used devices, but none were located. She asked for permission to purchase a new device with rollers included to alleviate pall bearers having to carry a casket over unlevel ground. The council agreed that the Town needs to have a good lowering device and that they do not want to risk any incidents. Reichert moved to approve the purchase in the amount of \$2,579.35, Hamilton seconded and the motion was passed.

CCSD #2 Rec Board Grant Ideas: Clerk/Treasurer Harvey reported that in addition to additional funding for the Music in the Park event there was a suggestion for two benches for the new sand volleyball pit area. A grant will be written within the scope of prior year grants. The application deadline is February 15<sup>th</sup>. There will be one more council meeting prior to that date.

Fire Department- Purchase of Structure & Extrication-Clean Up Gloves: Clerk/Treasurer and Fire Department Secretary Harvey reported that it a recent check of gear at the Fire Department it became apparent that there is a need for a variety of gloves. The purchase may involve as many as 16 pair and is based solely on need at costs ranging from \$45.00-\$80.00 a pair. She anticipated \$1,000.00 to \$1,200.00 for the expense. Stull stated that he knew PPE was expensive and noted that a member needing both would be a cost \$125.00. Stull moved to approve up to \$1,200.00 for the purchase of gloves for the Fire Department, Hamilton seconded and the motion was passed.

Executive Session- Possible Litigation: At 7:30 p.m. Reichert moved to enter into executive session for the purpose of discussing possible litigation, Hamilton seconded and the motion was passed. Those in attendance were Greg Salisbury, Mayor and Cindy Hamilton, Kimberly Loftice, Steve Reichert and Gary Stull, Council.

At 7:48 p.m. Hamilton moved to return to regular session and seal the minutes and place them in the safe, Stull seconded and the motion was passed.

Clerk/Treasurer Harvey was instructed to send a certified correspondence to Saratoga Forest Management with a copy to be given to the attorney Erickson. They will be advised that effective February 1<sup>st</sup> the storage of logs at the mill site will increase in cost to \$500.00 per month and that anything remaining on the site as of May 1<sup>st</sup>, 2016 will be deemed the property of the Town of Encampment.

Mayor Salisbury also advised the clerk that anyone who has already purchased a firewood permit for the mill site can have two additional permits for each permit purchased at no additional cost. They will need to come back to the Town Hall and sign a waiver and pick up the permits prior to entering the site. Others making a new purchase will get the three permits for the price of one. He stated that sales may be slow, but that in spring they may pick up.

**Correspondence:**

**UPRSWDD, CCEDC, SCWEMS, WAM,- Minutes and Newsletters via email**  
**Engineering Associates**  
**WY. Department of Workforce Services**  
**S.E.R. Conservation District**  
**CCCOG Industrial Siting comment letter-via email**  
**Wyoming Business Council- The Value of Energy Codes**  
**Office of State Lands and Investments- Notice of intent to repeal regulations**  
**Department of Audit Public Funds Division-Cost of Government Report**  
**Carbon County Planning and Development- communications site**  
**Sagebrush Senior Center-Thank You**

**Next Regular Council Meeting February 11, 2016 at 7:00 p.m.**

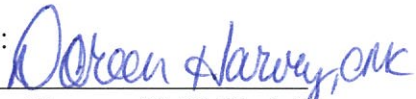
**Next Planning Commission Meeting February 03, 2016 at 7:00 p.m. if there is business to transact.**

With no further business, Loftice moved to adjourn at 7:50 p.m., Stull seconded and the motion was passed.

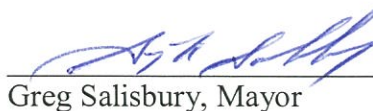
Doreen Harvey, CMC  
Clerk/Treasurer

Approved: February 11, 2016

Attest:



Doreen Harvey, CMC Clerk/Treasurer



Greg Salisbury, Mayor