

Town of Encampment  
 Regular Meeting  
 May 11, 2017  
 7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 11, 2017 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were, Cindy Hamilton and Kimberly Loftice. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Chief of Police and Ben Tieszen, Maintenance/Operator. Also present was Vicki Loftice of the Planning Commission. Public Guests were Deb Cunningham, Director of the Encampment Preschool and Jim McKinney and Encampment representative on the Carbon County Visitors Council. Others present were Maggie Kelley, Robert C. Kelley and Mike Armstrong 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 additions, Hamilton seconded and the motion was passed.

**MINUTES**

Loftice moved to approve the minutes of the April 13, 2017 regular meeting as distributed, Hamilton seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Hamilton moved to approve the April 2017 financial statement, manual payments in the amount of \$11,276.62, the April 2017 payroll and liabilities in the amount of \$20,995.30 and to pay the currently monthly bills in the amount of \$44,308.47, Loftice seconded and the motion was passed.

Warrant Register			
4 Rivers Equipment	1,001.60	Postmaster-Encampment	487.00
Air-O-Lator Corporation	1,915.63	Quill Corp	169.97
Big Bale Company	87.75	Riverside Garage & Cabins	85.93
Blue-Cross/Blue-Shield	6,614.40	Saratoga Auto Parts	326.65
Blue Tarp Financial	153.48	Saratoga Sun	82.50
Bridger Fabrication, LLC	1,060.46	Sensus USA, Inc	1,715.95
Carbon County Clerk	30.00	Shively Hardware Co.	242.63
Carbon Power & Light	3,555.16	Spillman Technologies Inc.	1,297.92
Card Center-RNB	1,405.43	Thatcher Company	1,718.94
Comfort Inn Village	648.00	Tieszen, Ben	59.44
Corkle Oil, LLC	420.10	Union Wireless	513.90
Encampment Petty Cash	56.45	UPRSWDD	8,234.00
Engineering Associates	3,079.50	Valley Fire Extinguisher	356.40
Ferguson Waterworks #1701	193.70	WAMCAT	65.00
Frink, Shawn	345.61	WYDOT	10.00
Grand Encampment Museum	222.50	Xerox Corporation	124.73
HACH	171.24	Zeller, Andrea R.J.	120.00
Lucky Dog Recreation	6,453.80	ZEP Sales & Service	207.35
Mangy Moose	50.00	<b>TOTAL</b>	<b>44,308.47</b>
North Park Propane, LLC	400.59		
Nuhn, Cory	529.81	Manual Checks	
Perue Printing	94.95	Encampment FCCLA	500.00
		Enc. Riv.Lions Club	500.00
		E.S.R.I.	1,750.00
		Harvey, Doreen- Reim-tires	438.00
		Mother Mountain Angler's	100.00
		Lucy Dog Rec.	6,453.50
		Schaeffer Oil	919.22
		Wachsmuth, Grayling	
		Reimburse travel/training	<u>615.90</u>
		<b>Total Manual Checks</b>	<b>11,276.62</b>
		<b>April 2017 Payroll &amp; Liabilities</b>	
		AFLAC	82.56
		U.S. Treasury	2,053.32
		U.S. Treasury	2,002.06
		Deferred Compensation	300.00
		Workers Compensation	444.78
		Wyoming Retirement- VFD	240.00
		Wyoming Retirement	2,764.05
		Unemployment Insurance	56.73
		Net Payroll	<u>12,151.80</u>
		<b>Total Payroll &amp; Liabilities</b>	<b>20,095.30</b>

## **PUBLIC GUESTS**

Grand Encampment Cowboy Gathering- Steve Moulton: Not in attendance.

Encampment Preschool- Deb Cunningham, Director: Mrs. Cunningham thanked the council for past support of the preschool. She stated that the preschool enrollment will be growing again this year to about 30 kids and that the numbers should continue to increase for the next four or five years. She stated that the organizational support of the preschool has been phenomenal but that they need to ask for continued support from the town in the amount of \$1,250.00. She noted that the funding will go to provide tuition for those that are not able to pay. The council stated that it is a great program and thanked her for all she does. It was noted that the funding is included in the preliminary budget.

Jim McKinney, Encampment Representative-Carbon County Visitors Council: Mr. McKinney advised the council that his term as Encampment's representative on the Carbon County Visitors Council is ending June 30, 2017. Term limits will not allow him to serve another consecutive term, but that he may be willing to serve again in the future. He thanked the council for giving him the opportunity to serve on the board stating that representation on that board for this end of the valley is very important. He advised the council that he has a potential replacement in mind that does have the experience in the hospitality industry, knows events, knows people and would be a good representative for this area. Whatever process the council has for filling board positions, he will recommend the individual express their interest in serving.

Mr. McKinney also noted that the Carbon County Visitors Council is working on their grant guidelines and may be changing to a tiered award system. The system would put in place a scoring system for grants based on out of town visitors verses overall local attendance. They will also evaluate what is considered a two day event. He noted that predominately local events may be affected by the new guidelines. Discussion ensued with the understanding that the Sierra Madre Winter Carnival may potentially be a local event affected by the changes.

Mr. McKinney also reported that the Lodging Tax has had another record year that they were able to provide direct funding to the area museums and preschools within the county. His appreciation was expressed for the improvements in Encampment including the Harmony Park and for the organization Mother Mountain Anglers and their work on the Disc Golf course. Mayor Salisbury stated that the town of Encampment has been fortunate and working hard toward getting their infrastructure in place. He credited the recent improvements to the hard work of the Town employees.

The Council thanked Mr. McKinney for his service on the town's behalf and expressed the hope he will consider serving again in the future.

## **UNFINISHED BUSINESS**

Hydrant and Valve Project: No update.

Community Fishing Pond Project: Clerk/Treasurer Harvey reported that Craig from Engineering Associates had contacted her to report that they will be digging three deep test pits along with the employees on May 23<sup>rd</sup> to test the soil to see what is present and to help in determine proper dam design. Maintenance/Operator Tieszen stated that they have also installed a pump and some pipe to

try and dry up the area and to determine if the water present is ground water or from the spring contributing to the area. He noted that the core samples will also help to determine if the soil is suitable for use in the dam.

FY2016/2017 Budget Amendment- 2<sup>nd</sup> Reading: Clerk/Treasurer Harvey reported revenues and expenses totaling \$1,295,841.87. Hamilton moved to approve the second reading of the FY2016/2017 Budget Amendment as presented, Loftice seconded and the motion was passed.

FY2017/2018 Budget- 2<sup>nd</sup> Reading: Clerk/Treasurer Harvey reported revenues and expenses totaling \$983,128.74. She noted that the revenues were slightly better than anticipated but overall were down about 7.11%. Health care expenses increase 3.5% which was less than the anticipated 8.5%. She also noted that the Upper Platte River Solid Waste Disposal District will be increasing its landfill rates, but has not provided the amounts to the town yet. She noted that if the information is not received by the final reading of the budget on June 8<sup>th</sup> the town will be put in the position of having to amend the new budget. Loftice moved to pass the 2<sup>nd</sup> Reading of the FY2017/2018 Budget, Hamilton seconded and the motion was passed. Consensus was reached to hold the Budget Hearings during the June 8<sup>th</sup> Council meeting.

Park Department- Seasonal Employees / Set Wage: Maintenance/Operator Tieszen reported that there were two applicants, both of which were employed by the town last year and did a great job. He noted that three personnel would be better, but if they get in a tight spot one of the Public Works personnel can jump in to help them out. The two applicants were very hard workers. He recommended hiring them and possibly considering a higher wage for the extra work they will be doing. He asked the council to leave the option open to add a third person if an applicant comes forward. Clerk/Treasurer Harvey recommended a wage of \$11.00 per hour for Micaiah and \$13.00 per hour for Mariah based on historical practices and the increased work load. Hamilton moved to hire Micaiah Pantle at a rate of \$11.00 an hour and Mariah Crowe at a rate of \$13.00 per hour, Loftice seconded and the motion was passed.

North Park Propane Service: Mayor Salisbury noted that North Park Propane submitted an offer to continue propane service to the Town of Encampment for .25 cents over current market cost with no additional hazmat or fuel surcharge fees, giving a current example of .88 cents per gallon. Hamilton moved to accept the offer from North Park Propane to provide propane service for the Town of Encampment facilities, Loftice seconded and the motion was passed.

Encampment Tiger Championships- Tee Pee Burner: Councilperson Loftice provided a sample design and list of past championship dates to the council noting that Pam Kraft indicated that she would be willing to paint them onto the Tee-Pee Burner. Consensus was reached that the Town of Encampment will provide the paint for the project and that the Encampment championship teams will be added to the Tee-Pee Burner. Loftice also noted that there were two state records were broke in track this year. The council noted that there are some good athletes in this area.

## **COMMITTEE REPORTS**

Police Department- Grayling Wachsmuth, Chief: Chief Wachsmuth informed the council that he would need to purchase some ammunition and uniforms. The estimated combined cost would be

approximately \$1,000.00. It was noted that ammunition was not purchased every year and was usually bought in case lots. Loftice moved to approve the purchase of uniforms and ammunition up to \$1,000.00, Hamilton seconded and the motion was passed.

Fire Department- Leaks in Roof: Clerk/Treasurer and Fire Department Secretary Harvey reported that there are leaks presenting in all four corners of the fire hall. Fire boots have had water in them on two ends of the building and that the leaks appear to be higher up than the heater system vents on the roof. She asked the council how they would like the matter handled and if they wanted to seek bids on a repair or have her contact a local contractor. Mayor Salisbury stated that going to bid would likely bring higher cost. Maintenance/Operator Tieszen stated that the Public Works Department would look into the matter and report back to the council.

Planning Commission-Vicki Loftice: Mrs. Loftice noted that there were no applications for consideration at the meeting, there was just discussion held.

Department of Public Works: Maintenance/Operator Tieszen reported that the RV Park and the bathrooms at the park are all open. The irrigation was up on Monday of the week but will likely go down for repairs. They will be finishing the Harmony Park later in the summer, but are currently waiting for the grass to fill in better due to the amount of traffic the park will likely have. He noted that they have ordered the stuff for the hydrants and service lines, are waiting on the permits for the project and that Cemetery Cleanup will begin May 22<sup>nd</sup>.

Mayor Salisbury brought up the possibility of planting some trees on the opposite side of the street of the trees that Riverside planted a few years ago by the Business Park, stating that it would add to the avenue of trees. The irrigation system could possibly be extended to water them. Discussion ensued about the possibility of allowing tree sponsorships like Riverside did to help cover the cost. Maintenance/Operator Tieszen stated that the Public Works Department will look into the matter and get some cost estimates.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey stated that she had been asked the official name for what she has been referring to as the "Harmony Park". She noted that she was referring to it by the name because it made sense due to the instruments which will be the attraction and the name telling what the park is about. She asked of the council would like to officially name the park. Hamilton moved to officially use the name "Harmony Park", Loftice seconded and the motion was passed.

#### **ADDITIONS TO THE AGENDA**

Encampment Riverside Lions Club- Building Permit: Clerk/Treasurer Harvey noted that the Lions Club had turned in a building permit application and letter of explanation asking the council to consider a building permit allowing them to build a ticket booth on an existing cement slab at the Arena. The project was originally considered for this fall but a recent donation of materials makes it possible to have the building done by Jamboree. The Lions Club would like to start on the building this weekend and are asking the Town Council to consider the application. Harvey noted that as in the past the Planning Commission members were contacted about the project. Those who have

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responded were okay with the application. Hamilton moved to approve the application, Loftice seconded and the motion was passed.

Utility Lien- Block 3 Lots 4 & 5: Clerk/Treasurer Harvey reported that a delinquent utility account has reached the point where the town places a lien upon the property. Hamilton moved to place a lien on Block 3 Lots 4 & 5 for delinquent utilities, Loftice seconded and the motion was passed.

### **NEW BUSINESS**

Public Hearing-Liquor License renewals- Chez Booze, Inc. & D's Bar & Grill, Inc.: At 7:37 p.m. Mayor Salisbury opened a public hearing for the purpose of taking public comment on the renewal of liquor licenses. Hearing no comment, the hearing was closed. Loftice moved to approve the renewal of liquor licenses held by Chez Booze, Inc. and D's Bar & Grill, Inc., Hamilton seconded and the motion was passed.

Set Mill Levy- 8 Mills: Hamilton moved to set the Mill Levy at 8 Mills, Loftice seconded and the motion was passed.

Resolution 2017-04 Camping in Public Areas for Special Events: Clerk/Treasurer Harvey noted that the resolution is considered annually to allow for camping in designated public areas during certain events. Hamilton moved to approve Resolution #2017-04 as presented, Loftice seconded and the motion was passed.

Community Yard Sale- August 5<sup>th</sup>- Advertise for Interest: Clerk/Treasurer Harvey asked the council if they would like to continue with the event as in prior years. Mayor Salisbury stated that the event brings people to the valley. Hamilton moved to advertise for interest in the Community Yard Sale event, Loftice seconded and the motion was passed.

Cemetery Cleanup- Week of May 22<sup>nd</sup>- Public Notification: Hamilton moved to approve and advertisement advising residents that cemetery cleanup begins the week of May 22<sup>nd</sup> in anticipation of Memorial Day Weekend. Anyone wishing to save worn memorials will be asked to remove them prior to that date.

Planning Commission Terms: Clerk/Treasurer Harvey reported that three terms on the Planning Commission will expire June 30<sup>th</sup>. The Town of Encampment advertises its vacancies and those that would like to continue to serve are welcome turn in a letter of interest. She noted that with the vacancy coming up on the Carbon County Visitors Council board an advertisement should be placed for both. Loftice moved to approve advertising for letters of interest in serving on the Town of Encampment Planning Commission or representing the Town of Encampment on the Carbon County Visitors Council, Hamilton seconded and the motion was passed.

WAM/JPIC Blue Cross Blue Shield Renewal: Clerk/Treasurer Harvey noted that the cost increase will be 3.5% which is less than the anticipated 8.5% she had budgeted for. Hamilton moved to approve the employee health care plan with the same benefit selections as last year, Loftice seconded and the motion was passed.

Title 9.08 Alcoholic Beverages- 1<sup>st</sup> Reading of Amendment: Clerk/Treasurer Harvey reported that there were a number of changes made during the legislature that affect local liquor license ordinances. She noted that the hours of operation would need to be set and the document reviewed closely for needed changes or conflicting references to statute. Language that pertains to minors will also need to be reviewed. The new laws will go into effect July 01, 2017. Chief Wachsmuth provided the Clerk with documents containing sample language received at a conference he recently attended. The first reading of the revision was presented with strike through on old language and some new terms added. Clerk/Treasurer Harvey noted that local license holders and the attorney should also be involved in the review. Loftice moved to approve the 1<sup>st</sup> Reading of the amendment to Title 9.08 Alcoholic Beverages, Hamilton seconded and the motion was passed.

Lions Club- Malt Beverage Permit June 17<sup>th</sup> & 18<sup>th</sup>- 57<sup>th</sup> Annual Woodchoppers Jamboree & Rodeo: Hamilton moved to approve issuing the Malt Beverage Permits to the Lions Club for the 57<sup>th</sup> Annual Woodchoppers Jamboree & Rodeo, Loftice seconded and the motion was passed.

Executive Session- Personnel: At 8:15 p.m. Hamilton moved to go into executive session for the purpose of discussing personnel, Loftice seconded and the motion was passed. Those in attendance were Greg Salisbury, Mayor; Cindy Hamilton and Kim Loftice, Council and Doreen Harvey, Clerk/Treasurer.

At 8:15 p.m. Hamilton moved to return to regular session, seal the minutes and place them in the safe.

Part Time Deputy Clerk- Set Wage: Hamilton moved to allow Clerk/Treasurer Harvey to visit with the applicant and use her discretion on hiring the applicant on a trial basis at a rate of \$14.00 per hour, Loftice seconded and the motion was passed.

**CORRESPONDENCE:**

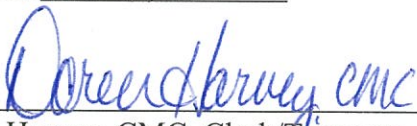
CCEDC, CCVC, SPVCC, WBC, SCWEMS, WAM minutes, newsletters, updates via email  
Specific Purpose Tax Joint Powers Board-Minutes via email  
WY. Office of Homeland Security Newsletter-via email  
US Department of Interior Bureau of Land Management  
Sinclair Refining Company Public Notice  
Carbon County Economic Development- Request for Funding  
Carbon County Planning & Zoning- Brush Creek Ranch  
Encampment Lady Tigers- Thank You  
Dot Severns- Thank you / Donation to Harmony Park  
WY. DEQ/WARWS- Rule Changes

Next Regular Council Meeting June 8, 2017 at 7:00 p.m.  
Next Planning Commission Meeting June 7, 2017 at 7:00 p.m.

With no further business, Loftice moved to adjourn at 8:18 p.m., Hamilton seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: June 08, 2017 \_\_\_\_\_

Attest:   
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Doreen Harvey, CMC, Clerk/Treasurer

  
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Greg Salisbury, Mayor