

Town of Encampment  
Regular Meeting  
July 13, 2017  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday July 13, 2017 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Cindy Hamilton, Kimberly Loftice and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer and Grayling Wachsmuth, Chief of Police. Public Guests were Josh Craig & Shannon Fagan of Mother Mountain Anglers. Also present were Craig Kopasz of Engineering Associates and Mike Armstrong 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 additions, Hamilton seconded and the motion was passed.

**MINUTES**

Loftice moved to approve the minutes of the June 8, 2017 regular meeting as distributed, Stull seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Loftice moved to approve the June 2017 financial statement, June 2017 payroll and liabilities in the amount of \$27,095.67, manual payments totaling \$1,801.37 and the regular monthly bills in the amount of \$44,483.28, Craig seconded and the motion was passed.

Blue-Cross/Blue-Shield 6,829.18  
Carbon Power & Light 3,606.89  
Card Center-RNB- AVG 133.12  
E-Z Lift Garage Doors 1,236.00  
E.C.M.S. 48.70  
Engineering Associates 2,252.50  
Evergreen Disposal 22.50  
Jake Clayton 1,000.00  
London Fog, Inc 553.22  
One-Call of Wyoming 16.50  
Perue Printing 43.75  
Posey Wagon , LLC 120.00  
Riverside Garage & Cabins 186.06  
Saratoga Auto Parts 187.68  
Saratoga Do It Best 310.05

Saratoga Sun 66.00  
Town of Saratoga 7,500.00  
Trading Post 23.83  
Union Wireless 517.22  
UPRSWDD 8,034.00  
Valley Foods 20.99  
Van Diest Supply Co. 10,947.75  
WAM 572.61  
Xerox Corporation 124.73  
Zeller, Andrea R.J. 130.00  
TOTAL 44,483.28

**MANUAL CHECKS**  
Blue Cross Blue Shield 0.37  
Erickson & Roberts, LLC 51.00

Doug Russell-Fireworks mgmt \$150.00  
Jim's Fireworks \$1,600.00  
TOTAL 1,801.37  
**JUNE 2017 PAYROLL & LIABILITIES**  
AFLAC 82.56  
Workers Compensation 563.15  
WRS Deferred Comp 300.00  
WY Retirement System 2,905.48  
WY Retirement System- VFD 255.00  
Unemployment Ins. 65.32  
US Treasury 2818.02  
US Treasury 2749.74  
Net Payroll \$17,356.40  
TOTAL 27,095.67

**PUBLIC GUESTS**

Mother Mountain Anglers: Josh Craig and Shannon Fagan from Mother Mountain Anglers were present to award the council with the sponsorship flag from the Tale of Two Cities Disc Golf Tournament. Ms. Fagan thanked the council for their sponsorship. She reported that there were 23 registrants and lots of spectators. Discussion ensued about the sport itself and the availability of discs. Ms. Fagan noted that the Red Wagon currently has some available with the Mother Mountain Anglers logo on them. Clerk/Treasurer Harvey noted that if they had a map of the course she would have it placed on the town's website to help promote the course. Ms. Fagan noted that the group plans to hold the event again next year and that they hope the town will continue to sponsor it. She reported that the Encampment FCCLA made the flags for the event, so they made a little money as well as the overall project making more than anticipated. Ms. Fagan noted that it went very well and

that they have some 'lessons learned' and ideas for next year's event. Mr. Craig noted that disc golf is available in other communities like Centennial and Rawlins and that he sees a niche for the event to continue in the valley. The proceeds will be returned to the community in the form of scholarships and fishing poles for kids. The council thanked Mother Mountain Anglers for their involvement in the community.

## **UNFINISHED BUSINESS**

Hydrant & Valve Project: No report

Community Fishing Pond Project: Loftice moved to ratify the decision made earlier in the month to proceed with the wetland delineation at an estimated cost of \$2,390.00, Stull seconded and the motion was passed.

Mr. Kopasz from Engineering Associates had provided the council with a last minute letter and map provided by 2 Dot Consulting. He noted that they have identified about .72 acres of wetlands at the site, but no downstream surface water connections. He reported that they have stopped grading the site until the wetland issue is figured out. A determination is needed as to whether the presence of wetlands will impact the project with other agency regulations and involvement, including the Army Corp of Engineers. He noted that the best course of action at this stage would be the filing of a Jurisdiction Determination Request (JDR). Depending on which agency has jurisdiction, decisions on the project going forward will be impacted. Discussion ensued about the process for determining jurisdiction and potential accommodation for wetland replacement. The potential dam area is where the issue may be, but it may be possible to mitigate and minimize the impact. Kopasz noted that the initial plan presented was preliminary and that pond may be able to be pushed to the west keeping it one acre on the surface and 15' deep to allow the pond to winter over. Options were discussed and it was ultimately agreed that a JDR was the best course of action at this point. Craig moved to approve filing the Jurisdiction Determination Request at an approximate cost of \$900.00, Loftice seconded and the motion was passed.

Title 9.08 Alcoholic Beverages- 2<sup>nd</sup> Reading of Amendment: Clerk/Treasurer Harvey reported that the 2<sup>nd</sup> reading of the revision has been sent to the town attorney for review. She noted that she just found out the attorney was seriously ill and that his partner would be reviewing the ordinance in his absence. She did not hear from him by meeting time. She noted that the choices were to postpone the 2<sup>nd</sup> reading for another month, or pass it and allow for any changes recommended by the attorney to be made prior to the public hearing and 3<sup>rd</sup> Reading of the ordinance. Hamilton commented that the matter had been discussed extensively at the CCCOG meeting and that the language changes in the ordinance all made sense and were in line with what others are doing. Hamilton moved to approve the 2<sup>nd</sup> reading of the amendment to Title 9.08 Alcoholic Beverage as presented, Loftice seconded and the motion was passed. The public hearing will be held during a regular council meeting prior to the 3<sup>rd</sup> and final reading of the ordinance.

Repair/Replacement of Meter Reading Wand: Clerk/Treasurer Harvey reported that there has been no word on options for repair yet.

Fire Department Roof: Clerk/Treasurer Harvey reported that fireman Shawn Frink who is also a contractor did some extra caulking on the roof of the building. The Fire Department will have to wait until it rains to see if it has fixed the problem.

Avenue of Trees: Mayor Salisbury stated that due to a fiber optic line run in the area on that side of the highway the project would need to be scratched. Craig noted that he remembered that line being an issue in the original project years ago.

### **COMMITTEE REPORTS**

Recreation Department: Clerk/Treasurer Harvey reminded the council that the Grand Encampment Cowboy Gathering is the coming weekend. She noted that they had provided several tickets for the council to attend the event. It was agreed that any tickets not in use would be provided to the employees and the seniors.

Department of Public Works: A written report was submitted.

### **ADDITIONS TO THE AGENDA**

Garage Door Lift at Grand Encampment Business Park: Clerk/Treasurer Harvey reported that the person the replaced the lift reported that the initial wiring to the lift had not been properly grounded. He recommended that the Town contact an electrician to properly ground the wiring. She noted that the employee discretionary spending limit was \$500.00 and that it should surely come in less than that. The council agreed that safety was the primary concern. Craig moved to approve contacting an electrician to make sure the lift was grounded properly, Hamilton seconded and the motion was passed.

Mary Martin-718 Winchell Tap Abandonment: A letter was received from Mary Martin asking permission to abandon the tap at the property located at 718 Winchell Avenue. Mayor Salisbury stated that he had no issue with the abandonment of the taps with the landfill fee staying in place during the cleanup. He stated that he wanted it reiterated in writing that new taps would need to be purchased if the parcel was ever placed in use again. Clerk/Treasurer Harvey noted that the ordinance is clear on the issue and that all owners are required to sign a notarized form acknowledging that fact. Craig moved to allow the Martin's to abandon the taps at 718 Winchell Avenue with conditions as specified, Stull seconded and the motion was passed.

Purchase of Two Aerators: Clerk/Treasurer Harvey reported that due to the items being flushed, that two more aerators have gone out at the lagoons. The cost of replacement will be about \$3,000.00. She noted that public works is looking into the possible option of some type of screen to try and catch some of the debris being flushed by residents. Hamilton moved to approve the purchase of the two aerators, Loftice seconded and the motion was passed.

Purchase of Benches for Harmony Park: Clerk/Treasurer Harvey reported that she had not heard if the CCSD#2 Rec Board grant had been funded yet. She asked the council to consider letting her make the purchase of the benches for the Harmony Park at a cost of \$1,500.00 prior to the next meeting if the grant was approved. Stull asked about the type of material the benches would be made of. Harvey noted that the concrete benches were very expensive and that composite benches that look

like wooden benches were selected. The benches will be in-ground mount. Stull moved to approve the purchase of the benches for the Harmony Park at a cost of \$1,500.00, Hamilton seconded and the motion was passed.

Donation of Framed Map: Clerk/Treasurer Harvey reported that Lila Walbye has brought a framed dimensional map of the State of Wyoming asking if the council would like to have it for display at the Town Hall. The council looked at the item and consensus was reached to accept the donation.

### **NEW BUSINESS**

Music in the Park- Jake Clayton-\$4,500.00: Clerk/Treasurer Harvey reported that the \$1,000.00 deposit for the performance was in with the monthly bills earlier in the meeting and that the final payment would be necessary by the performance August 5th. Hamilton moved to approve the remaining \$3,500.00 payment to Jake Clayton for the Music in the Park event, Loftice seconded and the motion was passed.

Community BBQ- Purchase of Food/Advertising: Clerk/Treasurer Harvey presented price estimates for Burgers, pre-cooked Stadium Brats, hot dogs and buns for the 11<sup>th</sup> Annual Community BBQ Potluck & Music in the Park Event. She noted that the crowd would likely not be as large at last year, but that due to the rising popularity of the artist, judging how large a crowd to plan for would be difficult. She noted that beverages and some of the condiment items also needed to be purchased. Hamilton moved to allow the clerk to purchase food for the BBQ at an approximate cost of \$1,500.00 and to use her discretion as to quantities, Stull seconded and the motion was passed. She noted that at least four large coolers would be needed as well as a burner and large pot for preparing the brats.

In other matters Harvey noted that grants for the cost of radio advertising for the 11<sup>th</sup> Annual Music in the Park event had been approved, but that cost of local advertising had not. The estimated cost of all advertisement for the event is approximately \$1,200.00. Hamilton moved to approve the advertisements for the event at the estimated cost, Craig seconded and the motion was passed.

Organizational Service Contracts: Clerk/Treasurer Harvey asked the council for permission to issue organizational service contracts as budgeted for the Grand Encampment Cowboy Gathering in the amount of \$500.00; Mountain Man Rendezvous in the amount of \$500.00; Carbon County Economic Development Corporation in the amount of \$250.00 and to the Encampment Preschool in the amount of \$1,250.00. Hamilton moved to authorize the payments as budgeted, Loftice seconded and the motion was passed.

Fire Department Purchase of Two Pagers- \$861.24: Councilman Stull asked about the problems the department was having with the pagers. Clerk/Treasurer and Fire Department Secretary Harvey noted that the pagers were all Motorola Minitor V pagers that were purchased about the same time. They are no longer supported and the issue is they are all aging at the same time. Stull moved to allow the Fire Department to purchase two more pagers at a cost of \$861.24, Craig seconded and the motion was passed.

Financial Compilation Contract- ACM, LLC \$4,160.00: Clerk/Treasurer Harvey reported that the contract is for the compiled financial statement prepared by the ACM, LLC. Hamilton asked if the

contract was the same as last year. Harvey noted that the only change was the increase in cost. Hamilton moved to approve the contract with ACM, LLC at a cost of \$4,160.00, Craig seconded and the motion was passed.

UPRSWDD Rate Increase Effective August 1<sup>st</sup>: Clerk/Treasurer Harvey reported that the town had received a list of new rates that would go into effect August 1<sup>st</sup>. The new rates would also result in the need for an updated contract with the Upper Platte River Solid Waste Disposal District. She asked the council to formally accept the rates as they would go into effect prior to the next council meeting. Consensus was reached that no one was pleased with yet another rate increase. Hamilton moved to accept the new rate and to place it effect August 1<sup>st</sup>, Loftice seconded and the motion was passed.

Radar Sign Repair & Lights: Chief Wachsmuth reported that he had spent quite a bit of time on the phone with a technician trying to get the current radar sign to work correctly as it has some type of short in it. It works for a short amount of time and then stops. The manufacturer wants him to ship the item back to Canada to be repaired. He noted that other options would be the addition of solar bright yellow flashing lights above the signs for a few hundred dollars each, or the purchase of a new sign at approximately \$1,800.00 plus freight. He noted that a new sign would be 3' x 4' and would have LED white lights that are visible from a long way off. When asked about the States approval of the replacement of the sign, Chief Wachsmuth indicated that he had already contacted WYDOT about the matter and was given approval to hang it at same location. We buy and hang the sign. Stull moved to approve the purchase cost of the new sign plus freight at approximately \$2,000.00 and to ship the old sign off to Canada for an estimate on repair, Loftice seconded and the motion was passed.

Discussion ensued about the placement of the other police vehicle in high speed areas as in prior years. It was noted that the vehicle still had not been repaired. Mayor Salisbury instructed Chief Wachsmuth to make arrangements to haul the other police vehicle to a dealer in Rawlins or Laramie for repair.

Transfer of Funds to Reserves: Clerk/Treasurer Harvey noted that as reported earlier in the meeting the town had a good year with overall revenues at 83.02% of projections and expenses held to 74.6%. Loftice moved to transfer an appropriate amount into reserves based on past transfer practices, Hamilton seconded and the motion was passed.

**Correspondence:**

**WAM, CCCOG, CCEDC, UPRSWDD, SPVCC minutes, newsletters, updates via email**

**CEEMA- Eclipse Planning-via email, LEPC Meeting info-via email**

**WYDOT- County State Transportation Improvement Projects information**

**WYDOT- Modification of Jake Brake Signs**

**Wyoming Community Foundation- GEOH Endowment Fund Annual Report**

**Carbon County Fire- ISO Protection Class Rating decreased**

**Grand Encampment Cowboy Gathering**

**Wyoming Water Development Commission- Notice of intent to receive public comment**

**North Fork Engineering-announcement & info on CMAQ Program**

**American Transparency- Requests for information via email**

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**Next Regular Council Meeting August 10, 2017 at 7:00 p.m.**

**Next Planning Commission Meeting August 2, 2017 at 7:00 p.m.**

With no further business, Loftice moved to adjourn at 7:44 p.m., Hamilton seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: August 10, 2017

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer

  
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Greg Salisbury, Mayor