

Town of Encampment
Regular Meeting
September 14, 2017
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday September 14, 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. Also present was Jon Nelson of North Fork Engineering, Mike Armstrong of the Saratoga Sun and Emma Dierks of Bigfoot/Bandit radio.

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

AGENDA

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

MINUTES

Stull moved to approve the minutes of the August 10, 2017 regular meeting as distributed, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that income and expenses were recovering from the slow start and are tracking at about 14.5% and 14% of projections. Hamilton moved to approve the August 2017 financial statement, August 2017 payroll and liabilities in the amount of \$24,462.66, manual payments totaling \$3800.60 and the regular monthly bills in the amount of \$33,285.35, Craig seconded and the motion was passed.

Warrant Register

Air-O-Lator Corporation 1509.66
Blue-Cross/Blue-Shield 6,829.18
Bridger Fabrication, LLC 20.00
Carbon Power & Light 2984.44
Card Center-RNB 1,433.33
Corkle Oil, LLC 1,011.85
Energy Laboratories Inc. 1,851.00
Erickson and Roberts, LLC 411.00
Evergreen Disposal 22.50
Ferguson Waterworks #1701 1,120.41
Karl's Auto Repair 380.00
KRAI- FM 600.00
One-Call of Wyoming 4.50
Posey Wagon Toilet Services 120.00
Quill Corp 97.24
Rawlins Daily Times 276.25
Riverside Garage & Cabins 138.19

S.C.W.E.M.S. 3,375.00
Saratoga Auto Parts 77.24
Saratoga Sun 272.25
Saratoga Platte Valley Chamber 60.00
Shively Hardware Co. 97.50
Tapco Safe Travels 1,435.00
Town & Country Realty, Inc. 150.00
Town of Riverside 50.00
Trading Post 6.54
Uline 113.93
Union Wireless 519.83
UPRSWDD 8045.00
Valley Foods 25.49
Xerox Corporation 128.02
Zeller, Andrea R.J. 120.00
TOTAL 33,285.35

Manual Checks

Ehnl Enterprises 300.00
Rawlins Animal Shelter 100.00
Air-O-Lator Corporation 3010.60
KTGA/KDBY 390.00
TOTAL 3,800.60

August 2017 Payroll & Liabilities

AFLAC 82.56
Workers Compensation 68.46
Wy Retirement Def. Comp. 300.00
Wy Retirement System 2,976.20
WY Retirement- VFD 255.00
Unemployment Insurance 41.69
US Treasury 2,719.96
US Treasury 2,419.24
Net Payroll 15,599.58
TOTAL 24,462.66

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

Hydrant & Valve Project: Clerk/Treasurer Harvey reported that the project has reached substantial completion and the documentation was submitted for signature. Craig moved to have the mayor sign the Substantial Completion form for the 8th Street portion of the project, Hamilton seconded and the motion was passed.

Community Fishing Pond Project: Clerk/Treasurer Harvey reported that Craig from Engineering Associates called earlier in the day and that the Jurisdictional Determination Request (JDR) has been received and assigned to Mike Stanley from the Army Corps of Engineers. He believes that they have visited the site but there is nothing official to report yet.

COMMITTEE REPORTS

Public Works Department: A written report was submitted. Clerk/Treasurer Harvey reported that the Public Works Department will shut the irrigation off on September 29th, weather permitting.

Clerk/Treasurer- Doreen Harvey: Harvey reported that she has received the Compiled Financial Statement from the auditor and that it has been distributed to the council for review. She informed the council that she would be happy to answer any questions they may have.

ADDITIONS TO THE AGENDA

Planning Commission- Building Permit direction: Clerk/Treasurer Harvey reported that the Planning Commission has received a building permit request seeking permission to put a private storage building in Block 88 across the alley but not fully adjacent to the primary dwelling of the resident. A number of questions are likely to come up with the application which is for the Business District. The Planning Commission would like to get direction from the council on this application. Craig noted that while there may be other questions that are raised, the simple fact of the matter is that the accessory building is not adjacent to the primary building. The consensus of the council is that the application will need to be denied for that reason. Clerk/Treasurer Harvey advised the council that the applicant may choose to appeal the decision of the Planning Commission to the Town Council.

Request for Donated use of the Opera House for a Craft Bazaar: Clerk/Treasurer Harvey reported that she had been contacted by an individual that would like to hold a craft bazaar at the Opera House for one Saturday in October, November and December. The bazaar would be an event that would benefit the community members by allowing them to showcase their crafts. She noted that the event is not affiliated with a 501 (c) 3, so private user rates would apply. Harvey asked the council if they would be willing to waive the fee for the event since it will benefit crafters in the community in general. Hamilton asked for clarification that vendors would not be charged and that there would be direct revenue in it for the organizer of the event by gaining revenue of the free use of the facility. The council considered the circumstances and noted that the damage deposit would still need to be collected. Stull moved to approve the use of the Opera House for the three separate events and to waive the user fees, Loftice seconded and the motion was passed.

NEW BUSINESS

Title 9.08 Alcoholic Beverages- 1st Reading of Additional Amendment: Clerk/Treasurer Harvey reported that as luck would have it after the final reading of the revision last month, attorney Mike Roberts had finally gotten to the review of the document and he had some suggestions on changes that should be made. A couple of them would not be harmful if left as is, but that there were a couple of things that conflicted with statute that the Liquor Division had missed. Mr. Roberts would be in the position of defending the document should an issue result. The council agreed that the document

should be correct. Hamilton moved to approve the 1st Reading of the amendment to Title 9.08 Alcoholic Beverages, Loftice seconded and the motion was passed.

Fire Department Fire Prevention and Safety Supplies- Up to \$500.00: Clerk/Treasurer and Fire Department Secretary Harvey noted that it was the time of year for Fire Prevention and Safety training. Stull moved to approve up to \$500.00 for supplies, Hamilton seconded and the motion was passed.

Erickson & Roberts, LLC- Contract Update: Mayor Salisbury noted that with the passing of Mr. Ericson he had spoken with his partner Mike Roberts and that he seems like he would be a good fit for the Town of Encampment. Clerk/Treasurer Harvey noted that his rate was \$25.00 an hour higher than Mr. Erickson's, but that Erickson had been the attorney for the Town of Encampment for a long time. Consensus was reached that it made sense to continue with Mr. Roberts. Hamilton moved to approve the contract, Loftice seconded and the motion was passed.

Carbon County Emergency Operations Plan: Discussion ensued about the possibility that the plan could create overkill on an issue or grant Homeland Security more control in other areas than we are willing to give. Clerk/Treasurer Harvey noted that it is an update to a plan already accepted by the Town of Encampment and that all communities benefit to a degree from what having that plan in place at the county level provides. Stull moved to accept the update to the Carbon County Emergency Operations Plan, Loftice seconded and the motion was passed.

Encampment School Yearbook Ad: Clerk/Treasurer Harvey reported that normally the council is contacted in September about their placement of the ad in the Encampment School Yearbook. She noted that she has not heard from anyone yet, but that the cost of the ad last year was about \$130.00. She asked the council would like to place the ad since it is likely she will be contacted on the matter shortly. Hamilton moved to approve the placement of the ad, Loftice seconded and the motion was passed. Harvey noted that if there was a change in the cost she would contact the council.

Repair of the Glass- Town Hall Door- estimate \$610.00: Clerk/Treasurer Harvey reported that a freak gust of wind caught the door and sprang the catch breaking the outer layer of glass on the rock face of the building. After getting a very poor response from a glass company in Rawlins, Cowboy Glass in Laramie was contacted and has visited the site. They gave an estimate of \$610.00 for repair of the glass which is double pane. The repair should take place sometime next week. Stull moved to approve the cost of replacing the glass in the front door of the Town Hall, Craig seconded and the motion was passed. The council directed the clerk to ask the Public Works Department to install some type of a door stop in the concrete to keep it from happening again.

Executive Session- Consideration of a Contract Negotiation: At 7:16 p.m. Craig moved to enter into executive session for the purpose of discussing a contract negotiation, Stull seconded and the motion was passed. Those in attendance were Mayor Salisbury and Councilmember's Craig, Hamilton, Loftice and Stull. At 7:42 p.m. Hamilton moved to resume regular session, Craig seconded and the motion was passed. Hamilton moved to seal the minutes and place them in the safe, Stull seconded and the motion was passed.

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CORRESPONDENCE:

WAM, CCEDC, UPRSWDD, SPVCC, CCVC, CCEMA minutes, newsletters, invitations via email

WY Community Foundation- Grand Enc. Opera House Endowment Fund Update

WY DEQ- Waste Water Advisory information- via email

SER Conservation District- Area Meeting September 14th

WY DEQ- Boswell Wind Project- via email

Quilters Retreat- Thank You

LGLP Request for Board Nominations- No nominations were made.

Next Regular Council Meeting October 12, at 7:00 p.m.

Next Planning Commission Meeting October 4, 2017 at 7:00 p.m.

With no further business, Loftice moved to adjourn at 7:43 p.m., Stull seconded and the motion was passed.


Doreen Harvey, CMC
Clerk/Treasurer

Approved: October 12, 2017

Attest:



Doreen Harvey, CMC, Clerk/Treasurer



Greg Salisbury, Mayor