

Town of Encampment  
Regular Meeting  
May 10, 2018

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 10, 2018 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 Katrina Nuhn, Maintenance/Operator. Also present was Anita Morris of the Planning Commission. Public Guests were Josh Craig and Shannon Fagan of Mother Mountain Anglers; Deb Cunningham of the Encampment Preschool, Rachel and Trenton Swanson and Robert C. Kelley. Also present was Maggie Kelley of Chez Booze, Barry Cole, Jon Nelson of North Fork Engineering and Josh Wood 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 addition, Stull seconded and the motion was passed.

### MINUTES

Hamilton moved to approve the minutes of the April 12, 2018 regular meeting as corrected, Loftice seconded and the motion was passed.

### FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that at 83.3% of the budget year revenues were at 75.63% and expenses were at 61.97% of the projected budget. Loftice moved to approve the April 2018 financial statement, April 2018 payroll and contracted liabilities in the amount of \$20,720.28, manual payments totaling \$2,715.14 and the regular monthly bills in the amount of \$29,998.40, Stull seconded and the motion was passed.

Air-O-Lator Corporation 4,008.20  
Blue-Cross/Blue-Shield 6,829.18  
Bridger Fabrication, LLC 492.92  
Carbon Power & Light 3,842.15  
Comfort Inn 834.00  
Corkle Oil, LLC 300.04  
Glenn E. Sessions & Sons 5,660.00  
GME Supply Company 161.57  
Grainger, Inc 147.33  
HACH 192.89  
Harvey, Ronald A. 356.43  
Heiman Fire Equipment 334.80  
North Park Propane 845.30  
Nuhn, Cory 505.22  
Office Depot 218.96  
Postmaster-Encampment 484.20  
Quill Corp 187.03

Ramkota Hotel and Conf. Center 332.00  
Saratoga Auto Parts 197.49  
Saratoga Do It Best 12.96  
Saratoga Sun 49.50  
Shively Hardware Co. 683.33  
Thatcher Company 1,752.08  
The Red Wagon, LLC 50.00  
Trading Post 65.00  
Union Wireless 538.29  
Valley Fire Extinguisher 305.60  
Visa 152.34  
Wachsmuth, Grayling- 365.94  
Xerox Financial Services, LLC 93.65  
TOTAL 29,998.40  
  
MANUAL CHECKS  
E.S.R.I. 1,750.00

Jones, Brandon 98.86  
Quality Inn & Suites 320.00  
Deluxe Checks 90.67  
Tieszen, Ben 455.61  
TOTAL \$2,715.14  
  
AFLAC \$82.56  
Workers Compensation \$450.47  
WRS Deferred Comp \$300.00  
WY Retirement System \$2,787.39  
WY Retirement- VFD 270.00  
Unemployment Insurance \$48.26  
US Treasury \$2,026.20  
US Treasury \$1,849.20  
Net Payroll \$12,906.20  
TOTAL 20,720.28

### PUBLIC GUESTS

Mother Mountain Anglers- Josh Craig, President: Mr. Craig introduced Ms. Fagan who informed the council that they were present to ask the council if they were interested in purchasing a flag for the "Tale of Two Cities" disc golf tournament. She noted that Cheryl Munroe would be making the flags again this year. There would be prizes and the event and it will be followed by live music at Grandview Park. Registration for the event is \$35.00 with the event encompassing both Encampment and Riverside Parks and the Lions Club Arena. Stull moved to support Mother Mountain Anglers

with the purchase of a flag for the event in the amount of \$100.00, Loftice seconded and the motion was passed.

Ms. Fagan also reported that MMA had raised the funds and would also like to continue the tradition of free music events throughout the summer. They would like to use of the town park and the stage to provide free music for the community featuring different family friendly genres each month. The June 23<sup>rd</sup> event would be after the tournament. The other events are scheduled tentatively for July 28<sup>th</sup> and September 1<sup>st</sup>. The music would be from 7:00 p.m. to 10:00 p.m. Hamilton moved to approve the use of the Grandview Park and the stage for free music for the communities running no later than 10:00 p.m., Loftice seconded and the motion was passed. Mr. Craig thanked the council and noted that that the group has been able to put fishing poles into the hands of 84 youth and have provided scholarships from their efforts. The council thanked Mother Mountain Anglers for all that they have done for the community.

Deb Cunningham- Encampment Preschool: Ms. Cunningham introduced herself as a teacher for the Encampment Preschool and thanked the council for their prior support. She noted that the town is lucky to have the preschool in the school building. She stated that there would be three potential new families living half way between Encampment and Saratoga. They are from Georgia, Oklahoma and Iowa. She has been trying to recruit the students for Encampment Preschool where there is a board to manage the Preschool and the tuition is covered by scholarships. Some of the new residents also have siblings that will be school age soon as well. She noted new residents are looking for housing and that they are supporting our businesses and expressed her opinion that we need to keep our area schools growing. She also noted that there would be 10 students in the morning and 10 in the afternoon during the next year. Mayor Salisbury stated that he thought the preschool was working out quite well. Clerk/Treasurer Harvey noted that the funding was in the new fiscal years budget estimates. Hamilton moved to approve funding for the Preschool in the amount of \$1,250.00, Loftice seconded and the motion was passed.

Rachel Swanson-T-Ball Request for Funding: Mrs. Swanson informed the council that she was in the process of getting a T-Ball league together and asked that they consider helping to cover the cost of insurance which would be \$112.06 per team for up to 18 kids or 224.12 for general liability. It was noted that the Town of Encampment could not pay for insurance that they were not a party too, but that they would consider helping with the cost of equipment or t-shirts. The equipment would belong to the Town of Encampment. Discussion ensued about currently obsolete equipment and the need to see these sports continue. Balls, Tee's, equipment and T-shirts stating "Encampment" were discussed. Different age groups would be involved. Craig moved to approve \$200.00 plus an additional \$250.00 in equipment for the league. Discussion continued about the equipment needs. Stull amended the previous motion to allow for up to \$500.00 for the purchase of equipment and t-shirts for the league, Loftice seconded and the motion was passed. The purchases will be made by the Town of Encampment with information provided by Mrs. Swanson.

Robert C. Kelley- Archery Range: Mr. Kelley asked the council for permission to purchase four bales of straw for the archery range. He noted that they were donated last year, but that may not be the case this year. The council gave him permission by consensus for the purchase. Mr. Kelley stated that he would like to see an archery league started one night a week. Mayor Salisbury inquired as to the state

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of the targets. Mr. Kelley reported that they were still in good condition although a few had been shot with broadheads.

### **UNFINISHED BUSINESS**

Hydrant & Valve Project: No report.

Community Fishing Pond: Mayor Salisbury stated that he has been looking into the matter and that we are currently looking for partners to help in generating funding. He noted that he had spoken with Public Works about drainage of the area at Second St. and Barnett Avenue and that once the area is drained and dry we will be better able to tell the how it can be built. He noted that anyone who would like to donate to the project is welcome to and that it will be a great project for the town.

Union Telephone Franchise Agreement and Suggested Ordinance: Clerk/Treasurer Harvey reported that the town has had the ordinance for three months and that they have not been contacted further from Union Telephone on the matter. The council instructed the clerk to give the draft to the attorney for review and to postpone any action on the matter.

Encampment School -Use of Tennis Court Property for Greenhouse: Clerk/Treasurer Harvey reported that she was able to verify that that town is under no further obligation for the tennis courts as the life span of the project is through. If the council chooses to enter into a lease agreement they would need to discuss the terms. It was noted that the school would need to pay the electric bill for the site. Consensus was reached to wait until the school contacts the town again advising whether or not the property is needed for the greenhouse prior to discussing terms.

### **COMMITTEE REPORTS**

Planning Commission: Minutes were distributed.

Department of Public Works: A written report was submitted. Maintenance/Operator Nuhn advised that as of that afternoon most of the irrigation was up and running. One section was down due to a leak. She noted that this has been the best year for bringing the system up so far. The council extended their appreciation for the effort made.

Recreation/Parks Department: Mayor Salisbury reported that the sand had been delivered to the volleyball pit that afternoon.

### **ADDITIONS TO THE AGENDA**

The addition was handled under Public Guests.

### **NEW BUSINESS**

Public Hearing- Liquor License Renewal Applications: At 7:20 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 public hearing was closed. Loftice moved to approve the renewal of the liquor licenses for Chez Booze, Inc; D's Bar & Grill and the DiVide, LLC, Stull seconded and the motion was passed. Councilperson Hamilton thanked Maggie Kelley of Chez Booze who was in the audience for her business in the community.

CCCOG Meeting May 16<sup>th</sup> in Encampment- Gateway Transmission Impacts if Any and Ratification of the Decision to Sign Letter Supporting Option #1 for the Payoff of the 6<sup>th</sup> Penny Tax:

Councilperson and CCCOG Representative Hamilton noted that the Ekola and TB Flats projects were further north, but that she thought that the council should decide if they felt the Gateway Transmission line would have any impacts on the community when they begin to run the power lines. No impact from the project was determined.

Mayor Salisbury reported that at the special CCCOG meeting the everyone present needed to decide on one option for the payoff. He noted that it was unclear if the other communities that had not decided at the time have made their decision. The Town of Encampment had agreed to go with Option #1 which was the direction the majority at the meeting had decided to go, in support of the option to pay the tax off sooner. Loftice moved to ratify the decision to sign the letter selecting option #1 for the payoff of the tax, Hamilton seconded and the motion was passed.

Mayor Salisbury stated further that the action shows that we have completed the projects sooner than the 2022 deadline that we asked constituents for, and that we are glad that we got them done early.

Set Mill Levy- 8 Mills: Stull moved to set the mill levy at 8 mills for the Town of Encampment, Hamilton seconded and the motion was passed.

Seasonal Employees- Hire and Set Wage: Clerk/Treasurer Harvey reported that there were 4 applications and that one of the retuning applicants would be a three-year employee if rehired. The last employee returning for a third year was given a raise to \$13.00 an hour. Hamilton moved to hire Micaiah Pantle at a rate of \$13.00 an hour and Noelle Peterson and Grace Tieszen at a rate of \$10.00 an hour, Stull seconded and the motion was passed.

North Park Propane and Posey Wagon Portable Toilet Services: Clerk/Treasurer Harvey reported that both entities have offered to continue their services for the Town of Encampment at the same terms as the current year. Hamilton moved to continue with the services from both entities, Craig seconded and the motion was passed.

Barry Cole- Building Permit Application and Unpermitted Street Encroachment: Copies of the drawing as submitted were provided to the Town Council. Clerk/Treasurer Harvey noted that the Conditional Use Application was a separate matter and would be on the agenda for Public Hearing at the June 14, 2018 meeting. The council reviewed the drawing. Planning Commission member Morris asked to approach the council and showed them the portions of the improvements that were in the street. They were determined to be a portion of a rock wall, a concrete walkway, a deck and privacy fence. The property pins had been located and 18'-20' of the improvements appear to be located in the unopened street. The improvements were built without a permit. Morris noted that the Planning Commission could give no permission to build in the street.

Discussion ensued about building in the streets as platted. Mayor Salisbury noted that the street was unopened. Councilperson Craig asked why Mr. Cole built into the street and Mr. Cole stated that he thought it had been abandoned. He also stated that he did not believe that the street would ever be opened. The council disagreed with the statement, stating that they do not know what the future

holds. Councilperson Hamilton stated that a section of Wiley Avenue had been opened just this past year. Mr. Craig stated that even when he was an employee of the town efforts were being made to stop any building in the streets or alleyway. He began working for the town in the early 1980's. Councilperson Hamilton noted that she has also wanted to build a shop across the street from their home on property they own but cannot because the ordinances have to be followed.

Mr. Cole made comments alleging various practices with regard to unrelated issues over time. Historical water and sewer situations having no bearing on the current issue were brought up. Some for which the town had no as built drawings at the time they occurred and employees did as the council instructed them to do. Mr. Cole also made a reference to the town considering selling the property because it currently generates zero income. Councilperson Craig noted that then everyone would want to buy their street. The council agreed with the statement.

Mayor Salisbury stated that there was a time before the Planning Commission was formed where people just did what they wanted to do. There are a number of encroachments all over town, siting that his house was one due to how his grandparents had built it. He also stated that where Mr. Cole knew he was putting things in the street, in his opinion the fine of \$100.00 that the Planning Commission assessed for the issue was not enough. He also noted that Mr. Cole having been on the Planning Commission should have known better. He asked the council what they would like to do on the matter. Craig moved to have Mr. Cole remove the improvements from the street, Stull seconded and the motion was passed. The council agreed to allow him up to a year to take care of it.

Water Tap- 420 Freeman Avenue: Clerk/Treasurer Harvey confirmed that there was already a sewer tap on the site that was put in with a project and for which the property owner has been paying the monthly sewer bill. The cost of the water tap is \$3,200.00 including the equipment. Stull moved to approve the water tap, Craig seconded and the motion was passed.

CCEDC Budget Request- Increase from \$250.00 to \$300.00: The council took no action to approve the requested increase.

WAM-JPIC Blue Cross Blue Shield Health Insurance Renewal: Clerk/Treasurer Harvey reported the premium has increases 6.5% and that it is included in the budget. Hamilton moved to approve the renewal of the WAM-JPIC Blue Cross Blue Shield Health insurance for the employees at the current benefit selections, Craig seconded and the motion was passed.

Resolution #2018-04 Water & Sewer Rate Increase- Effective July 01, 2018: Clerk/Treasurer reported that last increases on water and sewer rates were in 2013 & 2014. Due to increases in expenses she recommended at least \$2.00 a month increase for water and \$1.00 a month increase for sewer. Councilperson Craig asked if the council thought that would be sufficient stating that a bigger increase may be in order. The cost of sewer motors and the need to dredge the lagoon and adding a possible third cell were discussed as well as the fact that any unexpended revenue would be placed in reserves for matching funds, and projects related to the service for which they were collected. Councilperson Hamilton noted that sewer users were not adhering to the rules regarding what they should not flush and that practice is directly affecting the rate. Discussion continued about the need to address sewer issues. Maintenance/Operator Nuhn noted that the lagoons have the capacity for the

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growth but the town is unable to meet the increasing parameters for discharge. Craig moved to pass resolution #2018-04 increasing the water rate by \$2.00 per month per service and the sewer rate by \$2.00 per month per service, Hamilton seconded and the motion was passed.

Fire Department Purchase- Wye Gate Valves- \$1,138.35 / Hydrant Gates & Adapters \$425.54/Two Motorola Pagers: Clerk/Treasurer and Fire Department Secretary Harvey reported that the equipment requested are well justified purchased and are necessary to ensure that the department has all it needs to fight fire. The pager quote was presented from Ryan Electronics/Apex Communications in the amount of \$892.01. Hamilton moved to approve the purchases presented, Loftice seconded and the motion was passed.

Encampment Riverside Lions Club / Encampment FCCLA Prostart Organizational Service Contracts- \$500.00 each: Hamilton moved to approve Organizational Service Contracts for the Encampment Riverside Lions Club and Encampment FCCLA/Prostart in the amount of \$500.00 each, Loftice seconded and the motion was passed.

Lions Club Malt Beverage Permits- Jamboree June 16<sup>th</sup> & 17<sup>th</sup> and Ranch Rodeo July 21<sup>st</sup>: Hamilton moved to approve the malt beverage permits for Woodchoppers Jamboree & Rodeo and Ranch Rodeo events, Loftice seconded and the motion was passed.

2<sup>nd</sup> Reading of Ordinance 03.02.2018- FY2017/2018 Budget as Amended: Clerk/Treasurer Harvey reported the amended amount for the budget as \$1,006,582.22 due to unplanned revenue and expenses. Stull moved to approve the second reading of the FY2017/ 2018 budget as amended, Hamilton seconded and the motion was passed.

2<sup>nd</sup> Reading of Ordinance 03.02.2018- FY2018/2019 Budget: Clerk/Treasurer Harvey reported revenues and expenses in the amount of \$1,152,483.03. She noted that the rate increase for water and sewer would be reflected in the third reading. Hamilton noted that she did go through the budget carefully. Hamilton moved to approve the second reading of the FY2018/2019 budget as presented, Craig seconded and the motion was passed.

Executive Session for Possible Litigation and Contract Negotiation: At 7:57 p.m. Stull moved to enter into executive session for the purpose of contract negotiation and possible litigation, Loftice seconded and the motion was passed. Those in attendance were Greg Salisbury, Mayor and Bill Craig, Cindy Hamilton, Kim Loftice and Gary Stull, Council. At 8:19 p.m. Stull moved to reconvene and to seal the minutes and place them in the safe, Hamilton seconded and the motion was passed.

## **CORRESPONDENCE**

**CCCOG, WAM, SPVCC, SCWEMS, UPRSWDD, ENDOW, CCEDC minutes, newsletters, etc. via email**

**Rocky Mountain Power- PacifiCorp Wind Expansion**

**Saratoga Tech Kids Cancer Walk**

**WAM Resolutions/Conference information/Voting delegate- via email**

**DEQ Industrial Siting Council- Revision of Rules/reginal Meeting June 22, 2018-via email**

**Encampment School After Prom- Thank You**

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**Wyoming Business Council- Opportunity Zones-via email**  
**US Department of Interior/ BLM Industry Conference September 22, 2018**  
**Grand Encampment Museum- New Director Tim Nicklas- meet & greet May 15th**

With no further business, Hamilton moved to adjourn at 8:22 p.m., Craig seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: June 14, 2018

Attest:

Doreen Harvey CMC  
Doreen Harvey, CMC, Clerk/Treasurer

Greg Salisbury  
Greg Salisbury, Mayor