

Town of Encampment
Regular Meeting
April 11, 2019
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 11, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Kimberly Loftice and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Grayling Wachsmuth, Police Chief and Brandon Jones, Katrina Nuhn and Ben Tieszen, Maintenance/Operators. Public Guests were Sid Fox, Director Carbon County Planning and Zoning; Sue Jones, Carbon County Commissioner; Pat McLinskey, Karen Dibbern, Josh Craig, President, Mother Mountain Anglers; Ashley McKinney and Rachel Swanson of the Platte Valley Little League and Sandy Martin. Audience members were Bob Kelley, Stas Banach, Jon Nelson of North for Engineering; Mike Armstrong of the Saratoga Sun and Emma Diercks of Bigfoot 99 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 March 14, 2019 regular meeting as distributed, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that revenues were at about 69.61% of budget and expenses were at about 50.39%, excluding Specific Purpose Tax revenue. Craig moved to approve the March 2019 financial statement, March 2019 payroll and contracted liabilities in the amount of \$23,814.29 late monthly bills totaling \$13,819.07 and the regular monthly bills in the amount of \$44,320.04, Loftice seconded and the motion was passed.

Blue-Cross/Blue-Shield \$7,230.20
Bridger Fabrication, LLC \$240.00
Carbon Power & Light \$4,862.94
CNA Surety \$100.00
Corkle Oil, LLC \$1,366.00
Fired Up Rescue \$3,430.00
Harvey, Ronald A. \$1,339.54
North Fork Engineering \$4,739.70
North Park Propane \$1,169.07
Office Depot \$165.68
One-Call of Wyoming \$2.25
Radar Shop, Inc \$63.00
Rawlins Daily Times \$95.00
Riverside Garage & Cabins \$122.47
Rocky Mountain Air Solutions \$32.84
Rocky Mountain Fire Systems \$475.00
S.C.W.E.M.S. \$3,375.00

Saratoga Auto Parts \$43.98
Saratoga Do It Best \$159.99
Shively Hardware Co. \$65.20
Thatcher Company \$1,377.13
Titan Machinery \$3,880.79
Trading Post \$137.00
Uline \$78.75
Union Wireless \$534.88
UPRSWDD \$8,681.00
Visa \$424.93
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$44,320.34

MANUAL CHECKS
Secretary of State \$30.00
Imperial Industrial Sup. \$5,899.98

4 Rivers Equipment \$7,89.09
TOTALS \$13,819.07

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$561.34
WRS Deferred Comp \$300.00
WY Retirement System \$3,157.92
WY Retirement- VFD \$285.00
Unemployment Insurance \$103.67
US Treasury \$2,399.58
US Treasury \$2,042.52
Net Payroll \$14,887.54
TOTAL \$23,814.29

PUBLIC GUESTS

Sid Fox, Director- Carbon County Planning & Zoning: Mr. Fox introduces himself and Sue Jones, County Commissioner. He presented a draft of a Memorandum of Understanding (MOU) between the Town of Encampment and Carbon County to address a request by the Town of Encampment to

establish a zone of influence whereby notification and communication can be had between the Town of Encampment and Carbon County Planning and Zoning on issues like the recent communication tower proposal. He reported to the council that there had been changes in state statute and in how matters such as subdivisions had been handled historically. Any subdivision within a mile of the Town limit had provided an opportunity for comment and required multiple agencies to sign off on the agreement. Towns no longer have jurisdiction beyond their boundaries, but that the MOU would address the opportunity to communicate about various impacts to a municipality by development close to their border. Mayor Salisbury noted that he would like to keep things informational and to take things under advisement such as the recent proposal of a tower. Councilman Craig noted that he liked the idea of early notification. Mr. Fox noted that the agreement presented had not yet been reviewed by the Carbon County Attorney or the County Commissioners. He also noted that the Town of Encampment and the Town of Riverside presented an unusual circumstance where their borders touch. He asked the council if they would be willing to pursue the MOU as a cooperative agreement and include Riverside or if they would prefer to handle it separately. The council agreed that they would be open to having one agreement with a map that defined both areas. The draft MOU will be reviewed and kept under advisement while Carbon County reviews the document. Mayor Salisbury thanked Mr. Fox for attending the meeting and stated that he was glad we have a start on the agreement.

Pat McLinskey: Mr. McLinskey was present to discuss a drainage issue on Dickinson with the council. He reminded the council that he had been before the council 3 ½ years earlier and that the issue was still the same. He gave the council a picture of the area. He asked if the council would consider fixing it. Mayor Salisbury noted that he had looked at the area and that the tremendous amount of snow recently had created similar issues all around town. He noted that there was the possibility of cutting a deeper edge along the road and possibly installing a culvert in the area, or widening the ditch to help direct the water. Maintenance/Operator Tieszen noted that Mr. McLinskey's driveway might be significantly steeper if the road is built up. Mr. McLinskey noted that he had shot the elevations on his property stating that the lowest part was by his driveway which created issues in his yard that he was also trying to deal with. Mayor Salisbury advised that the Town has a Drainage Plan and that they are working on the issues. He noted that the Town would work on the issue, but that we have more than one street to consider.

Karen Dibbern: Ms. Dibbern was present to discuss a recent sewer line issue at her home located at 610 Jackson Avenue. She summarized some of the things she was looking at while considering the bills from the contractor she had contacted during a recent plug in her sewer service line. She noted that the alley is a right-of-way owned by the town and that the line in question does run in the alley. She questioned whether it was a service line or a line that was the responsibility of the town. She asked if the town's engineers had indicated where the sewer line ties in or if she could see a plan that showed it. She filled the council in on the circumstances of the frozen sewer line. She estimated that lines age at 50 years old and noted that the town had collected a sewer bill for all of that time. She also noted that she has about \$2,000.00 in bills for the contractors that she involved to repair the line. She expressed the opinion that the Town should have granted an easement for the line if it was a service line. Mayor Salisbury noted that the line is likely a service line put in place by a contractor without engineering and inspection, which is now a requirement before the town adopts a sewer main

extension. He also noted that contractors did whatever they wanted in the early days. It is unclear if the neighboring property is on the same line or if he ties into the actual sewer main in the street. Maintenance/Operator Nuhn noted that she had climbed into a manhole to try and determine if the neighbor was tied to the same line. They could hear the water but not see it in the line. The neighbor had not had any problems. Councilman Craig advised Ms. Dibbern that the Town of Encampment has a sewer camera on order and that he would like to have more information on that sewer line before any decision were made. Mayor Salisbury also advised Ms. Dibbern that she should have contacted the town before contacting a contractor. He noted that once she initiated the contractors, the burden of their payment was on her and that someone is on-call for the town twenty-four hours a day for such emergencies. It was noted that those numbers are on the answer machine as well as she could call 9-1-1 and they would contact someone from the town. He also noted that the matter would need to be researched and a determination would need to be made as to whether the line was worth maintaining. Discussion of the matter continued with Ms. Dibbern re-addressing several points. She noted that the contractor had indicated the repair should be charged to the town. Mayor Salisbury advised that where the line had been operational for so many years, something had to cause a blockage in order for it to freeze. Councilman Craig noted that a service line goes all of the way from a house to the sewer main and by ordinance and is the responsibility of the property owner. For the town to adopt it would have to be to the town's specifications. The council reiterated that once the town receives the new sewer camera the line would be checked out and the town would make decisions at that time.

Mother Mountain Anglers- Josh Craig, President: Mr. Craig thanked the council for their past support of the Tale of Two Cities disc golf tournament and asked if they would be interested in purchasing a flag for the tournament and about the use of the park and the portable stage for a music in the park event following the tournament. Mr. Craig noted that the event had been pushed back a week to June 29th so they would not conflict with an event held in the newly formed Laramie club. Stull moved to approve the use of the stage and a \$100.00 sponsorship of the event, Loftice seconded and the motion was passed with Craig abstaining due to his membership in the club. When asked about the attendance to the event last year he noted that 30-32 attended. Laramie had their first event the same week forcing a choice between the two events. He noted that they hoped the event would grow to around 50 participants, but not get too large. The council thanked him for taking the time to attend the meeting.

Platte Valley Little League- Rachels Swanson and Ashley McKinney: Ms. McKinney advised the council that they were forming the Platte Valley Little League and were looking for funding toward the list of equipment presented to the council. Ms. Swanson noted that they were in the process of establishing a 501(c)3 but that it was not finalized. Councilman Craig asked if they had thought of having any fundraisers, noting that it had been done in the past. There had been some proceeds that sat in a fund for a long time that were eventually uses for improvements at the ballfield. It was noted that at one time there was also quite a bit of equipment but that it would have been 20-30 years old if it had not already been disbursed. Stull moved to allow the purchase of up to \$500.00 equipment for the Platte Valley Little League, Craig seconded and the motion was passed.

Sandy Martin: Mrs. Martin approached the council and gave them a card from area seniors advising them that they would like to thank the maintenance crew for their care of the seniors during the recent storm. The council agreed that they had done an excellent job.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Jon Nelson of North Fork Engineering advised the council that the SLIB application for the project had received conditional approval on April 4th. The next step would be the completion of part two of the application which is due by June 3rd. He noted some of the steps taken and next steps in the process including a conference call requirement with Rebecca Webb from SLIB prior to the submission of the final grant. He noted that most municipalities do not start their second application until the conditional approval is received and that the Towns application is nearly complete already.

Mr. Nelson also noted that they have engaged Dr. Richards and as soon as the ice comes of the lagoon samples will be taken for microbiological analysis and for determining design recommendations. Flow measurements have also been taken. Several more snapshots will be needed to help determine if they should split cell one. Everything they have done will go into the study that will be presented along with their recommendations for the project.

In other matters, Mr. Nelson presented the council with a spreadsheet of possible scenarios for the Specific Purpose Tax collection, should the tax pass on May 7th. He noted that all indications were that the dredging of the lagoon would need to come first in the project list. He summarized the document and potential fluctuations of revenue due to wind projects for the council and noted that he had included some of the 5th penny projections on the bottom of the document. If the tax passes it will begin collection in October, which is later than anticipated. Clerk/Treasurer Harvey noted that she would review the document and that any necessary changes would be in the second reading of the FY19/20 budget.

Specific Purpose Tax Education Campaign -Community Forum April 23rd 6:30 PM in Rawlins: Clerk/Treasurer Harvey noted that there had been an email asking for attendance to a forum regarding the Specific Purpose Tax held at the Higher Education center. Mayor Salisbury noted that he would be attending the event and asked the clerk to remind him as the event gets closer.

COMMITTEE REPORTS

Police Department- Grayling Wachsmuth, Chief: Chief Wachsmuth reported that everything was going good and that he was just waiting for summer.

Planning Commission- Minutes from the last meeting were distributed to the council.

Department of Public Works: A written report was submitted to the council. Maintenance/Operator Tieszen offered to answer any questions the council might have.

ADDITIONS TO THE AGENDA

Repair of the Skid Steer Drive Motor: Clerk/Treasurer Harvey noted that an email had been sent to council on a repair which could not wait for a meeting to be held. The cost of the motor was \$3,648.11, plus the cost of labor. Craig moved to ratify the decision to have the skid steer repaired, Stull seconded and the motion was passed.

Cemetery Clean-up: Clerk/Treasurer Harvey noted that the cemetery clean-up would be early this year and would actually be prior to the next council meeting, so the discussion needed to be held as an addition to this month's agenda. She noted that Public Works wanted to complete it the week of

May 6th. Loftice moved to advertise the earlier date for the cemetery cleanup, Stull seconded and the motion was passed.

NEW BUSINESS

Seasonal Employees- Advertise for Interest: The Public Works Department asked the council to consider three part-time seasonal employees, noting that having three allows there to be two on duty if someone wants to go to volleyball or basketball camp. Loftice moved to advertise for three part time seasonal employees, Craig seconded and the motion was passed.

Ferguson Waterworks- Quotes for Materials: Quotes in the amount of \$1,017.90 and 2,929.17 were presented for necessary water meters, pipe and supplies. Craig moved to approve the purchases as presented, Stull seconded and the motion was passed.

E.S.R.I. Renewal- Annual GIS Support \$1,750.00: Maintenance/Operator Nuhn confirmed for the council that all the GIS information was on the computer at the water plant. Craig moved to approve the annual support contract for E.S.R.I. in the amount of \$1,750.00, Loftice seconded and the motion was passed.

Remaining FY18/19 Service Contracts: Encampment Riverside Lions Club- \$500.00/Encampment Community Choir \$250.00 and FCCLA/Pro-start \$500.00: Clerk/Treasurer Harvey asked the council if they would like to issue the remaining service contracts as budgeted. Loftice moved to issue the remaining contracts as noted, Stull seconded and the motion was passed.

Purchase of Cutting Edges for Blade: A quote was presented in the amount of \$838.28 for cutting edges for the blade. Maintenance/Operator Tieszen noted that there would be no freight as they would be placed in the drop box in Saratoga. Craig moved to approve the purchase of the cutting edges in the amount of \$838.28, Loftice seconded and the motion was passed.

Sprinkler Warehouse- Purchase of Irrigation Supplies- Estimate \$603.65: Craig moved to approve the purchase of irrigation supplies through Sprinkler Warehouse at the estimated cost of \$603.65. Loftice seconded and the motion was passed.

Winter Carnival- Letter of Resignation: Ms. Sneddon submitted a letter of resignation as chair of the Sierra Madre Winter Carnival Committee. She served as the chair for five years. Clerk/Treasurer Harvey noted that Alyx Munson had offered to step and chair the event with the help of Susan Munson who had chaired it for many years. Stull moved to accept Ms. Sneddon's resignation and to allow Alyx Munson to chair the next Sierra Madre Winter Carnival event, Loftice seconded and the motion was passed.

Team Laboratory- Chemical Treatment Estimate: Maintenance/Operator Tieszen noted that the Terminator Herbicide is used in a lot of areas including around fences to cut down of weed-eating. He noted that it seems expensive but by comparison, it is not. They have room to store it and the larger quantity is the best buy. Craig moved to allow the purchase of the 55-gallon drum of terminator herbicide at a cost of \$2,146.50 with freight, Stull seconded and the motion was passed.

WAM-JPIC Board Ballot: Craig moved to allow the clerk to make the ballot selections based on her knowledge of the individuals, Loftice seconded and the motion was passed.

FY18/19 Budget Ordinance Amendment- 1st Reading: Clerk/Treasurer Harvey noted the budget would be need to be amended from \$1,165,168.03 to \$1,358,362.03 mostly due to the electrical repairs at the mill site and the sewer lagoon project. Loftice moved to approve the 1st reading of the FY18/19 Budget amendment as presented, Craig seconded and the motion was passed.

FY19/20 Budget Ordinance- 1st Reading: Clerk/Treasurer Harvey reported the 1st reading of the FY19/20 budget included revenue and expenses totaling \$2,333,042.86. She noted that the state revenue projections were not in and that there would be more to discuss on the sewer lagoon project. Stull moved to approve the 1st reading of the FY19/20 budget as presented, Loftice seconded and the motion was passed.

Hub International- Coverage Package Follow Up Request/Review: Clerk/Treasurer Harvey reported that she had finally received the coverage package from the carrier the town approved in October. She noted that there was a cover letter dated for January asking for the package to be reviewed and the package was received in April. She noted there were several exclusions from coverage. Clerk/Treasurer Harvey asked for help in reviewing the coverages, stating that she did not think she was qualified to make those decisions.

Correspondence:

CCCOG, WAM, WBC, SPVCC, CCEDC, CCVC, UPRSWDD, WYDOT

IIMC 50th Annual Municipal Clerks Week-May 5-11, 2019 via email

DEQ Abandoned Land Mine Division- Funding Opportunity- via email

Saratoga Tech Kids-Cancer Walk

Platte Valley Health Care Assessment Survey- via email- hard copy available

BLM Lease information-via email

With no further business, Loftice moved to adjourn at 8:08 p.m., Stull seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: May 9, 2019

Attest: 
Doreen Harvey, CMC, Clerk/Treasurer


Greg Salisbury, Mayor