

Town of Encampment  
Regular Meeting  
August 8, 2019  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday August 8, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Shannon Fagan, Kimberly Loftice and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Katrina Nuhn, Maintenance/Operator and Martha Ralston, Deputy Clerk. Public Guests were Michelle Christopher, Source Water Specialist from the Wyoming Association of Rural Water Systems and Chuck Bartlett and Bill Schroer from the Platte Valley Auto Club. Audience members were Pat and Joan Fagan; Shawn and Michelle Fagan, Rebecca Sheley, Jon Nelson of North for Engineering, Mike Armstrong of the Saratoga Sun and Emma Diercks of Bigfoot Radio.

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

**AGENDA**

Fagan moved to approve the agenda, Stull seconded and the motion was passed.

**MINUTES**

Fagan moved to approve the minutes of the July 11, 2019 regular meeting as distributed, Loftice seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Loftice moved to approve the July 2019 financial statement, July 2019 payroll and contracted liabilities in the amount of \$31,005.81, late monthly bills totaling \$636.25 and the regular monthly bills in the amount of \$40,293.96, Fagan seconded and the motion was passed.

Apex Communications \$347.07  
Big Bale Company \$78.90  
Black Mountain Software \$1,562.00  
Blizzard Broadcasting \$360.00  
Blue-Cross/Blue-Shield \$7,065.33  
Bridger Fabrication, LLC \$193.00  
Carbon County Clerk \$12.00  
Carbon Power & Light \$4,331.84  
Doggett Greenhouse \$99.82  
Evergreen Disposal \$22.50  
Ferguson Waterworks \$851.51  
HACH \$193.27  
North Fork Engineering \$7,874.35  
Office of State Lands and Inv. \$2,500.00  
Posey Wagon Portable Toilet Svc.  
\$670.00  
Rawlins Daily Times \$182.10

Riverside Garage & Cabins \$124.23  
Rocky Mountain Air Solutions \$36.40  
Saratoga Auto Parts \$45.85  
Shively Hardware Co. \$269.37  
Trading Post \$906.35  
Union Wireless \$537.96  
Union Wireless, Misc. \$70.00  
UPRSWDD \$10,863.00  
Visa \$904.11  
WAMCAT \$65.00  
Xerox Financial Services \$93.65  
Xesi Document Solutions \$34.35  
TOTAL \$40,293.96

**MANUAL CHECKS**  
Carbon County Clerk \$12.00  
Ferguson Enterprises \$179.25

Rocky Mountain Fire Systems \$360.00  
Saratoga Sun \$85.00  
TOTAL \$636.25

**PAYROLL TAXES AND LIABILITIES**  
AFLAC \$76.72  
Workers Compensation \$677.07  
WRS Deferred Comp \$300.00  
WY Retirement System \$3,364.28  
WY Retirement- VFD \$255.00  
Unemployment Insurance \$38.00  
US Treasury \$2,875.48  
US Treasury \$3,095.22  
Net Payroll \$20,324.04  
TOTAL \$31,005.81

**PUBLIC GUESTS**

Michelle Christopher, Source Water Specialist, Wyoming Association of Rural Water Systems: Ms. Christopher was present to outline the process for revision of the Town of Encampment Source Water Protection Plan and offer her services to help with the project. She noted for the council that the Source Water Protection plan that the Town has is more of a source water assessment. The plan needs to be geared more toward the protection of that source water. She advised that stakeholders should be

contacted and a meeting set to identify all that should be included in the plan. An annual meeting would need to be held with all of the stakeholders to keep the plan updated. The plan should be submitted to all agencies that might be making decisions about use in the watershed. Mayor Salisbury asked how quickly the plan could be revised. Ms. Christopher advised that the bulk of the plan was done. A meeting should be set with the stakeholders, the plan finalized and officially implemented. Mayor Salisbury noted that there is a lot going on in the watershed that is happening fast and that it is unclear if permits have been pulled and that Carbon County should let the Town know when an application is submitted. Ms. Christopher noted that she would be willing to work with Town staff to update the plan. Loftice moved to get started on updating the Source Water Protection Plan with the help of Ms. Christopher, Fagan seconded and the motion was passed.

Chuck Bartlett and Bill Schroer, Platte Valley Auto Club: Mr. Bartlett advised the council that the Platte Valley Auto Club was established in 2001. He noted that they had their car show on the 4<sup>th</sup> of July in Saratoga and that they also had a lot of cars in the parade held during Woodchoppers Jamboree. He noted that due to some generous donors and the frugality of the club Secretary/Treasurer Bill Schroer, they had some funding left over. They presented a check in the amount of \$500.00 to Fire Department Treasurer Katrina Nuhn, thanking the fire department and expressing their appreciation for all that they do. The council thanked them for the donation with Mayor Salisbury noting that the Fire Department uses their money well.

#### **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Project: Mr. Nelson noted that there was good news, the SLIB board had approved the loan application. He advised that he was working on reprioritizing the improvements and studying the sludge and the best method for its removal. He noted that there had been sludge judging done by Mark Court from Wyoming Association of Rural Water Systems. They are continuing to accumulate good and accurate numbers. He noted that some of the older projects were not accurately calculating the sludge, which could result in a significant savings to the project. He noted that next year the Town may be able to proceed with sludge removal and phase one of the headworks screening. Disposal of the sludge depending on its contents or if it has metal in it may consist of draining and drying it or pumping in into a truck and applying it for agricultural use. Mayor Salisbury asked if it was known how many acres were necessary to farm it out. Nelson noted that it depends on the nitrogen and potassium content and that more answers were needed before the matter should be discussed.

In other matters, Mr. Nelson noted that he would be going to Lander to see their diffused aeration system that has been in use for two months and that Mark Court would be completing another sludge judging in September.

Source Water Protection Plan Review: Handled under Public Guests.

Dumpster Use in the Area of RV Park, Senior Center & Thrift Store: Clerk/Treasurer Harvey noted that she had not talked to the Thrift Store in time for them to discuss the matter at their meeting. Loftice advised that since the Senior Center painted their dumpster there had been less dumping in it. No decisions were made and the matter will continue to be monitored.

## **COMMITTEE REPORTS**

Planning Commission: Minutes of the previous meeting were provided to the council.

Clerk/Treasurer Harvey noted that Planning Commission members had moved their September meeting to the 11<sup>th</sup> due to the holiday. She noted that the Planning Commission members were going to discuss some possible changes to the Zoning Ordinance. They would be providing her with notes on items they think may need to be addressed by September 30<sup>th</sup>. She will be compiling them for their October meeting. Harvey noted that the council was invited to do the same if there were things that would like included in the discussion.

Department of Public Works: A written report was submitted.

Recreation Department: Clerk/Treasurer thanked the council for all that they did for the event. She noted that the event seemed bigger and went very well. Most of the audience remained for the entire event. Mayor Salisbury thanked the public works department for their treatment of the mosquitoes stating that there were none. Maintenance /Operator Nuhn advised the council that the last day for treating for mosquitoes would be August 16<sup>th</sup>.

## **NEW BUSINESS**

Resolution #2019-06 Establishing a Non-Emergency Water On/Off Fee: Clerk/Treasurer Harvey advised the council that she had worked with the Public Works Department to establish the conditions under which the fee would be assessed outside of normal operational hours. It is not for every situation and the resolution outlines when it will be charged. The public will be educated on the matter before any fees are assessed. Stull moved to approve Resolution #2019-06 establishing a Non-Emergency On/Off Fee in the amount of \$25.00, Fagan seconded and the motion was passed.

Lien Release- Block 54 lots 13-17-Paid in Full: Clerk/Treasurer Harvey advised the council that the utility account had been paid in full. Loftice moved to removed the lien on the property, Stull seconded and the motion was passed.

Hi Power, LLC- 75% Draw request GEBP Electrical Repair- \$32,062.50: Clerk/Treasurer Harvey advised that the contractor had submitted the 75% draw request at \$32,062.50 noting the agenda had a typo in the amount. Mayor Salisbury noted that he had spoken with the tenant and that they were more that 75% done and that they will be ready to turn the power on soon. Stull noted that he had been to the site as well. Stull moved to approve the 75% payment in the amount of \$32,062.50. Loftice seconded and the motion was passed.

Copper Days Festival- Malt Beverage and Catering Permit Requests: Clerk/Treasurer Harvey advised that they have received applications from the Lions Club for a malt beverage permit for the tractor pull and from Chez Booze for a catering permit for the Polka Dance. Fagan moved to approve the requests, Loftice seconded and the motion was passed.

Trident Property Insurance Policy Changes- Hub International Property Insurance: Clerk/Treasurer Harvey noted that the current policy expires October 31<sup>st</sup>. The changes were mostly in the definitions. She advised the council that the renewal would be coming soon. Mayor Salisbury noted that the policy needs to be gone over to make sure the Town is properly insured.

Specific Purpose Tax Joint Powers Board- Appoint Representative Irene Archibald: Clerk/Treasurer Harvey advised that a new board would be formed to make decisions for matters on the 2019 Specific Purpose Tax. Irene Archibald has offered to serve on the board initially. Fagan moved to appoint Irene Archibald to the Specific Purpose Tax Joint Powers Board, Loftice seconded and the motion was passed.

Transfer of Additional Year-End Water and Sewer Proceeds to Reserve Funds: Clerk/Treasurer Harvey advised that there are additional funds to be transferred after final expenses in the Water and Sewer Departments. She noted that there is \$786.84 remaining for the Sewer Department, \$1,414.79 for the Water Department. Fagan moved to allow the clerk to make the transfers as suggested, Loftice seconded and the motion was passed. Clerk/Treasurer Harvey also noted that she should have asked permission when the item was being discussed, but with the payment of the \$32,062.50 to Hi Power. LLC earlier on the agenda she would need to transfer from reserves to cover that amount. Stull moved to approve the transfer of \$32,062.50 from the EDC Loan fund to the Operating Account to cover the repairs at the mill site, Loftice seconded and the motion was passed.

Office of State Lands & Investments SRF Loan Contracts and Origination Fee-\$2,500.00: The loan documents were sent to the council via email for review. Clerk/Treasurer Harvey noted that she needed to issue the check for the \$2,500.00 origination fee and have the council approve the mayor as the signer for official documents. Loftice moved to approve the contract, the origination fee of \$2,500.00 and to allow the mayor to sign all official documents related to the loan, Stull seconded and the motion was passed.

Ferguson Enterprises- Quote for Water Meter-\$15,638.57 plus freight: Clerk/Treasurer Harvey noted that the expenditure would likely result in an amendment to the budget but that it is a part of what the Town is building the reserve funds for. Fagan moved to approve the purchase of the water meters as quoted, Stull seconded and the motion was passed.

CCSD#2 Rec Board Grant Contract \$6,500.00: Clerk/Treasurer Harvey advised that the grant was for \$3,500.00 in utilities and for \$3,000.00 in Parks Department wages. None of the additional requests had been approved. Stull moved to approve the CCSD#2 Rec Board Grant contract in the amount of \$6,500.00, Fagan seconded and the motion was passed.

Fire Department Fire Prevention & Safety Education Supplies- Up to \$500.00: Clerk/Treasurer and Fire Department Secretary Harvey advised that it was the time of year that the department generally makes this purchase. She noted that she did not have the details on the items for purchase yet. Stull moved to allow the Fire Department to purchase up to \$500.00 in Fire Prevention and Safety Supplies. Fagan seconded and the motion was passed.

**CORRESPONDENCE:**

**WAM, WBC, SPVCC, CCEDC, CCVC, UPRSWDD, WYDOT, SCWEMS info & newsletters via email**

**Memorial Hospital of Carbon County – Press Release**

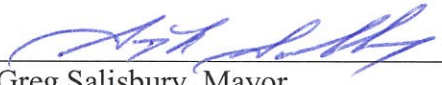
**WYDOT-STIP Presentation via email**

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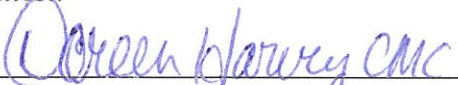
With no further business, Fagan moved to adjourn at 7:28 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: September 12, 2019

  
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Greg Salisbury, Mayor

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer