

Town of Encampment
Regular Meeting
October 10, 2019
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday October 10, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Shannon Fagan and Kimberly Loftice. Town personnel present were Doreen Harvey, Clerk/Treasurer; Ben Tieszen, Maintenance/Operator and Martha Ralston, Deputy Clerk. Planning Commission members present were Steve Reichert, Chair and Stas Banach. Public Guests were Karran Bedwell and Mary Martin. Audience members were John Farr, Sandy Martin, Jon Nelson of North Fork Engineering and Mike Armstrong of the Saratoga Sun.

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

AGENDA

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

MINUTES

Loftice moved to approve the minutes of the September 12, 2019 regular meeting as distributed, Fagan seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that the revenues were at about 13.35% of budget and expenses were at about 12.8%. Loftice moved to approve the September 2019 financial statement, the September 2019 payroll and liabilities in the amount of \$25,032.92 including a liability adjustment in the amount of \$8.09 and the regular monthly bills in the amount of \$44,356.24, Fagan seconded and the motion was passed.

ACM, LLP \$5,000.00	Rocky Mountain Air Sol. \$34.18	PAYROLL TAXES AND LIABILITIES
Blue-Cross/Blue-Shield \$7,065.33	Saratoga Auto Parts \$89.47	AFLAC \$76.72
Bridger Fabrication \$325.00	Saratoga Sun \$140.25	Workers Compensation \$540.09
Carbon County Treasurer \$152.55	Shively Hardware Co. \$560.78	WRS Deferred Comp \$300.00
Carbon Power & Light \$3,483.71	Trading Post \$18.86	WY Retirement System \$3,111.26
Evergreen Disposal \$22.50	Union Wireless \$537.06	WY Retirement- VFD \$240.00
Ferguson Waterworks \$15,637.44	UPRSWDD \$9,298.65	Unemployment Insurance \$68.54
Intl. Institute Muni. Clerks \$170.00	US Postal Service \$140.00	US Treasury \$2,336.62
North Park Propane \$399.59	Visa \$540.00	US Treasury \$2,277.52
Office Depot \$412.38	Xerox Financial Services \$93.65	Net Payroll \$16,082.17
One-Call of Wyoming \$18.75	Xesi Document Solutions \$34.35	TOTAL \$25,032.97
Quill Corp \$101.82	TOTAL \$44,356.24	
Riverside Garage & Cabins \$79.92		UI Liability Adjustment -\$8.09

PUBLIC GUESTS

Mary Martin: Ms. Martin was present to ask the council if they were interested in backing an All-School Class Reunion on August 7, 2021 in conjunction with the Community BBQ. She noted that she and Marcy Cooley had determined that there was interest for the event and that it would take time to plan it. She advised that she and Marcy would also write letters asking for financial donations, but that they would not ask for burger for the event. Mayor Salisbury agreed that the Town likes the burgers they currently use. Ms. Martin advised the council on a few of the events that would take place and noted that there also would be a class photo taken at the museum. She noted that there was time for them to make other meetings to see if any organizations had time to help, like the Fire Department putting on a pancake breakfast to feed everyone as they did for the last event. The council agreed that the event was a good idea and Mayor Salisbury stated that the event was also good for the community economically as it brings people to town. Ms. Martin stated that she would draft the letter for the event and present it to the

council. The council agreed and the matter will be placed on the November agenda for further discussion.

Karran Bedwell, Encampment Representative- SCWEMS: Mrs. Bedwell turned in her letter of resignation as Encampments representative for the South Central Wyoming EMS board. She stated that it was time to retire and that they were moving to Indiana. Mayor Salisbury thanked her for her service on the board, stating that the role was a huge responsibility and that she did an outstanding job getting things all back together. Mrs. Bedwell stated that the board is working well and that Irene Archibald had also helped to pick up the slack and get the board back on track. Councilwoman Fagan reiterated that Mrs. Bedwell had been an outstanding representative for the Town. Mayor Salisbury thanked her again profusely stating that mere thanks for her service was not enough.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Projects: Mr. Nelson from North Fork Engineering reported that another sludge sampling had been completed last week. Results are not back yet. The influent will be reviewed and it should help determine what treatment is needed. He noted that one set of data would tell us what nutrients are present and if any metals are present, which will help determine how the sludge will be disposed of. He noted that one set of data indicates that nutrient values are surprisingly low. If they are significantly low overall it will be of less value to ranchers. He noted that the metal analysis would also dictate what can be done with it. He advised that an agreement on its application, any liability and what is and is not present in it would need to be discussed.

Source Water Protection-Resolution 2019-09 Adopting Revised Plan: Clerk/Treasurer Harvey advised that a draft of the update had been distributed. She noted that if there were no changes to the plan that it would be adopted by resolution and distributed to the powers that be. Next steps would be taken in the spring. Fagan moved to pass Resolution #2019-09 adopting the Encampment Source Water Protection Plan as amended, Loftice seconded and the motion was passed.

Hi Power Electric- Change Order Request #1/ Discuss Options: Mayor Salisbury noted that Hi Power needs to install a 200 Amp Breaker at a cost of \$1,460.00 which is listed in the change order that had not been acted on last month. Tom James had also submitted a second bid for the enclosures. Loftice moved to allow Hi Power to purchase and install the 200 Amp Breaker at \$1,460.00, Fagan seconded and the motion was passed. Mayor Salisbury also noted that mill tenant Tom James' bid was \$8,000.00 as opposed to \$9,470.00 bid by Hi Power, LLC. Fagan asked if James was able to do it, if he was a contractor. Mayor Salisbury noted that the enclosures would have to pass Fire Marshal inspection and that there was not much to them. They are needed to get the mill operational. Loftice moved to approve Tom James to construct the enclosures at a cost of \$8,000.00, Fagan seconded and the motion was passed.

Conditional Use Application Block 32 Lots 6-10-Public Hearing: At 7:12 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment on the issue. Hearing no comment, the hearing was closed. Loftice noted that she was in favor of the use as long as it did not transfer to the next property owner. Clerk/Treasurer Harvey noted that similar permits issued were all worded that way. Fagan moved to approve the application for the Conditional Use of the property as a Lodging House, Loftice seconded and the motion was passed.

Barry Cole-Follow up on Encroachment Issue- Estimate for Survey- WLC \$2,200.00: Mayor Salisbury noted that an estimate for having the one property line surveyed was \$2,200.00 and asked the council if the issue was worth the cost. Fagan noted that the council could put the matter back into their hands of the Planning Commission if they know where the streets are. Loftice also noted that it should be up to the property owner to pay for the survey. Fagan stated that the property owner has built into the street, the Planning Commission knows where the street is, the property owner as had over a year to take care of the matter. The property owner should be sent a letter and given 30 days to take care of it. Mayor Salisbury noted that then the matter becomes a matter of enforcement. He noted that there were still other issues such as a Conex that should have been removed that also have not been addressed. Loftice moved to have a letter drafted giving the owner 30 days to clean up the encroachment and to refer the matter back to the Planning Commission, Fagan seconded and the motion was passed.

Drainage Between Town Hall & Post Office/Update if Any: Maintenance/Operator Tieszen noted that the Public Works Department has sealed the edge of the building with concrete sealant. He advised that the are was never a problem until the installation of the drainage pipe by by the owner of the Post Office Building. Extension of that pipe might help the issue. It was determined that the property owner had not been contacted yet. Mayor Salisbury stated that he would contact the property owner.

COMMITTEE REPORTS

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

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

Clerk/Treasurer: A written report was submitted.

ADDITIONS TO THE AGENDA

Purchase of Two Aerator Motors for Sewer Lagoon- Estimated cost \$2,417.00:

Maintenance/Operator Tieszen noted that the motors are cleaned twice a year, but that stuff gets caught in them giving them a low life expectancy. He noted all motors had all been purchased at the same time and that it stands to reason they would go out at the same time. Purchasing of better equipment would be a major investment. Fagan moved to approve the purchase of the motors at the estimated cost of \$2,417.00, Loftice seconded and the motion was passed.

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Grayling Wachsmuth, Police Chief- Resignation: Mayor Salisbury stated that Chief Wachsmuth had turned in his resignation and that his last day would be October 30th. Loftice moved to accept the resignation, Fagan seconded and the motion was passed.

NEW BUSINESS

SCWEMS Encampment Representative Resignation- Karran Bedwell: Fagan moved to accept the resignation of representative Bedwell, Loftice seconded and the motion was passed. Fagan noted that there were a couple of names listed in the letter of individuals who might be interested in the position. Clerk/Treasurer Harvey noted that an advertisement is generally placed for letters of interest and that any interested party is welcome to submit a letter of interest.

Hub International Property Insurance Renewal- \$10,570.00: Clerk/Treasurer Harvey noted that the renewal information had been submitted to council for review. She advised that the council had accepted the policy including the terrorism coverage last year. Loftice moved to approve the renewal of the property insurance at a cost of \$10,570.00, Fagan seconded and the motion was passed.

ACM, LLP Financial Statement Audit and Acknowledgements: Clerk/Treasurer Harvey advised that the draft document had been submitted to the council for review earlier in the month. Their approval was needed for the document, its groupings and suggested journal entries. Fagan moved to accept the document as presented, Loftice seconded and the motion was passed.

Garden Club- Request for Permission to Refurbish Murals: A letter was received from the Garden Club seeking permission to refurbish the murals. Fagan noted that the Platte Valley Arts Council had approached the council last fall and had already received that permission. Stacy Crimmins had approached the council on the matter allowing her time to write a grant for the project. It was noted that perhaps the two entities could have gotten together on the project, but the Garden Club just removed one of them and started on their own with one side of the mural. It is already in the process of being redone. Audience member and PVAC member Mary Martin noted that PVAC would just do the one that was left, noting that it would be done by the preschool and would be protected from UV and be durable so that it would last longer. Loftice moved to allow the Garden Club to refurbish the mural that they have, Fagan seconded and the motion was passed.

Winter Carnival- January 24th & 25th, 2020: Clerk/Treasurer Harvey noted that Alyx Munson was still willing to act as Chair for the event. She advised that for the past few years that chair person had been offered a contract or to be a seasonal employee for up to 40 hours at the Deputy Clerk rate for working on the event which takes a lot of time. Harvey asked the council if they would like to continue that practice and offer the choice to Munson since she did not have time to Chair the event. Fagan moved to allow up to 40 hours at \$15.00 an hour to Alyx Munson for Chairing the event, Loftice seconded and the motion was passed.

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Purchase of a Pallet of Ice Melt- Estimate \$554.00: Clerk/Treasurer Harvey noted that there was money in the budget and room to store a pallet of ice melt, which was a better deal for the Town. Fagan moved to approve the purchase of a pallet of ice melt at the estimated cost, Loftice seconded and the motion was passed.

Transfer from Water Fund for Tank Cleaning and Inspection- \$7,625.00: Clerk/Treasurer Harvey noted that the bill for the service had been paid last month and that the use of reserves for the project was in the budget. Fagan moved to allow the transfer of \$7,625.00 from the Water Fund for the expense, Loftice seconded and the motion was passed.

CORRESPONDENCE:

WAM, WAMCAT, WBC, SPVCC, WYDOT, CCVC, UPRSWDD, SCWEMS info & newsletters via email
Wyoming Arts Council
Wyoming Water Association Annual Conference
WAM Finance Directors Workshop

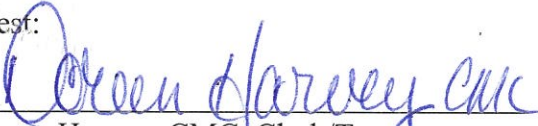
With no further business, Loftice moved to adjourn at 7:28 p.m., Fagan seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: November 14, 2019



Greg Salisbury, Mayor

Attest:


Doreen Harvey, CMC, Clerk/Treasurer