

Town of Encampment  
Regular Meeting  
December 12, 2019  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday December 12, 2019 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Shannon Fagan Craig, Kimberly Loftice and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer and Brandon Jones, Maintenance/Operator. Planning Commission members present was Stas Banach. Public Guests was Irene Archibald, 2009 Specific Purpose Tax Joint Powers Board, Chair. Audience members were Kelly Ralston and Jon Nelson of North Fork Engineering.

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

**AGENDA**

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

**MINUTES**

Stull moved to approve the minutes of the November 14, 2019 regular meeting as distributed, Loftice seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey reported that at 41.65% of the budget year the revenues were at about 28.65% of budget and expenses were at about 20.57%. WYOSTAR interest had not posted yet. Fagan moved to approve the November 2019 financial statement, the November 2019 payroll and liabilities in the amount of \$16,670.63 and the regular monthly bills in the amount of \$25,416.32, Stull seconded and the motion was passed.

Bridger Fabrication \$247.90	Rawlins Daily Times \$101.00	<b>TOTAL \$25,416.32</b>
Carbon Power & Light \$4,485.84	Riverside Garage & Cabins \$55.92	
Cash-Encampment WC \$100.00	Rocky Mtn Air Solutions \$34.18	<b>PAYROLL TAXES AND</b>
CCCOG \$50.00	Saratoga Auto Parts \$26.72	<b>LIABILITIES</b>
CNA Surety \$200.00	Saratoga Sun \$153.00	AFLAC \$76.72
Corkle Oil, LLC \$2,559.80	Shively Hardware Co. \$173.72	Workers Compensation \$374.48
Dearborn Life Ins. \$53.94	Thatcher Company \$1,741.25	WRS Deferred Comp \$300.00
Econo Signs, Llc. \$72.46	Union Wireless \$538.10	WY Retirement System \$2,300.47
HACH \$97.24	UPRSWDD \$9,703.00	WY Retirement- VFD \$240.00
Hamilton, Cindy \$135.00	US Postal Service \$140.00	Unemployment Insurance \$1.42
North Fork Engineering \$1,736.50	Visa \$279.73	US Treasury \$1,643.18
North Park Propane \$1,127.79	WARWS \$450.00	US Treasury \$1,446.14
Office Depot \$93.64	Western States Fire \$490.00	Net Payroll \$10,288.22
Prairie Dog Electric \$275.00	Xerox Financial Services \$93.65	<b>TOTAL \$16,670.63</b>
Quill Corp \$163.16	Xesi Document Solutions \$37.78	

**PUBLIC GUESTS**

Irene Archibald, Chair- 2008 Specific Purpose Tax Joint Powers Board: Mrs. Archibald was present to advise the council that the collection of the 2008 tax was complete and that the Town should be receiving their last check from the tax soon. She noted that the 2019 tax started collection in October but that the first distribution was delayed due to some complications. The Attorney General's Office is awaiting paperwork and explanations of the changes being made to the board. Once the board is officially formed, they will have a meeting, elect officers and begin to get contracts in place for those bonding. Interest may be lower on the bonds than originally estimated. The rate of interest affects everything including each community's percentage of the distribution. It may be February or March before the first distributions are sent out. The council thanked Mrs. Archibald for the update.

### **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Projects: Mr. Nelson from North Fork Engineering advised that they were still looking for a home for the sludge from the lagoon so that the cost could be figured into the project estimates. He advised that there was really nothing else to report at this time.

### **COMMITTEE REPORTS**

Department of Public Works: Mayor Salisbury asked about sand for the roads. Maintenance/Operator Jones advised that they have been buying material from Cory at Bridger Fabrication. Mayor Salisbury asked if some sand could be placed at the intersection by Good Things. Maintenance/Operator Jones advised that he would likely be sanding tomorrow and that he would look things over.

Clerk/Treasurer: A written report was submitted. Clerk/Treasurer Harvey noted that her items were on the agenda.

### **ADDITIONS TO THE AGENDA**

This item was handled under Public Guests.

### **NEW BUSINESS**

Resolutions 2019-12 & 2019-13- Street Closures for Winter Carnival: Clerk/Treasurer Harvey advised that due to the Town ordinances it was necessary to pass resolutions allowing the road closures for the 34<sup>th</sup> Annual Sierra Madre Winter Carnival events. Loflice moved to approve resolutions #2019-12 & 2019-13 allowing road closures to ensure safety during the sled races and the Sixth Street Sprint events, Fagan-Craig seconded and the motion was passed

Delinquent Utilities- Placement of Property Liens: Clerk/Treasurer Harvey advised the council that she had two accounts that meet the criteria to have a lien placed on the property for delinquent utilities. Stull moved to place property liens on the eligible properties, Craig seconded and the motion was passed.

Police Vehicle-Repairs and Purchase of Tires- Estimate \$1,500.00: Clerk/Treasurer Harvey asked the council if they would like to consider having some of the necessary repairs done to the police vehicle while it was not in use. She noted that she had spoken with Karl about an estimate which included a fuel pump, tires and a possible battery at an estimated cost of \$1,500.00. Stull moved to approve the estimated \$1,500.00 for the repairs, Fagan seconded and the motion was passed.

Chamber Award Nominations- Due December 15<sup>th</sup>: Fagan-Craig noted a number of suggestions for nominations for the each of the award categories. The council agreed that all were worthy nominees and to allow her and the clerk to put the nominations together.

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13<sup>th</sup> Annual Dog Clinic- January 2020: Clerk/Treasurer Harvey asked if the council would like to continue to do the vaccination clinic at the Town Hall. She noted that it seems to get good attendance. She noted that the date would likely be January 11<sup>th</sup> or 18<sup>th</sup> and that the town generally places an advertisement for the event. She confirmed that dog licenses are generally sold at the event. Fagan moved to hold the clinic and advertise for the event, Loftice seconded and the motion was passed.

Transfers from General Fund Operating to General Fund Reserve & from 2009 Specific Purpose Tax Investment for Sewer Improvements: Clerk/Treasurer Harvey noted that she needed to transfer recent sewer project expenses and that she would like to move some of the funds from the General Fund into the WYOSTAR General Fund investment so that they would earn better interest. Fagan moved to approve the transfer of \$1,736.50 from the 2009 Specific Purpose Tax investment to cover sewer project expenses and to transfer \$250,000.00 from the General Fund to the General Fund reserve, Loftice seconded and the motion was passed.

2019 Specific Purpose Tax- Establish Account for Proceeds: Clerk/Treasurer Harvey noted that an account would be needed to the 2019 Specific Purpose tax once the Town begins to received proceeds. She suggested a WYOSTAR investment so that the town could earn a good rate of return while waiting to do projects. Fagan moved to open an investment account with WYOSTAR for the 2019 Specific Purpose Tax, Loftice seconded and the motion was passed.

Organizational Service Contracts-Grand Encampment Museum \$1,200.00 / Sagebrush Senior Center \$1,250.00: Stull moved to approve service contracts in the amount of \$1,200.00 for the Grand Encampment Museum and \$1,250.00 for the Sagebrush Senior Center as budgeted, Craig seconded and the motion was passed with Loftice abstaining.

Hometown Certificates / Employee Additional Compensation: Craig moved to pay the employees Additional Compensation as budgeted in the amount of \$350.00 per employee, Loftice seconded and the motion was passed. Stull moved to pay Additional Compensation to the Judge in the amount of \$75.00, Fagan-Craig seconded and the motion was passed. Loftice moved to issue Hometown Certificates to Planning Commission members and committee volunteers in the amount of \$50.00 for a total of \$450.00, Fagan seconded and the motion was passed.

Town of Riverside - Backup Operator: Maintenance /Operator Jones advised that the Town of Riverside needed a backup operator to be in compliance with DEQ requirements. He noted that Mayor Stephenson had spoken with Maintenance /Operator Nuhn about the matter. Clerk/Treasurer Harvey advised the council that Mayor Stephenson from Riverside asked to be toward the end of the agenda and that he would be present to clarify what was needed. Mayor Salisbury moved around the agenda item with the intention of returning to it when Mr. Stephenson arrived.

Mayor Stephenson arrived at 7:35 p.m.

Executive Session- Personnel: At 7:17 p.m. Fagan-Craig moved to go into Executive Session for the purpose of discussing personnel, Loftice seconded and the motion was passed. Those in attendance were Mayor Greg Salisbury and Council members Bill Craig, Shannon Fagan-Craig, Kim Loftice and Gary Stull.

At 7:50 p.m. Stull moved to return to regular session and to seal the minutes and place them in the safe, Fagan-Craig seconded and the motion was passed. No action was taken as a result of the executive session.

Town of Riverside - Backup Operator: Mayor Salisbury returned to this agenda item and allowed Mayor Stephenson to address the council. Mayor Stephenson noted that in speaking with Kim Park from DEQ he determined that the Town of Riverside was currently out of compliance by not having a backup operator for their sewer system. They have one hired and he is currently training which may take up to six months. He noted that he had spoken with Maintenance/Operator Katrina Nuhn and that she indicated that she would be willing to act as backup operator in the event of an emergency. Councilman Crag confirmed that what they needed her for was her certifications. He also stated that there was no 'operator in training' license recognized any more. Craig stated that he sees the matter as our employee's choice, but that her job with Encampment would come first. Mayor Stephenson stated that the only time they would need to utilize her were if a true emergency existed. The council agreed by consensus that Maintenance/Operator Katrina Nuhn could act as backup operator for the Town of Riverside as long as it in no way interfered with her job. Mayor Salisbury stated that he would like to have documentation when it happens.

**CORRESPONDENCE:**

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

**WARWS-Annual Membership renewal and information**

**Wyoming Community Foundation- Grand Encampment Opera House Endowment Fund**

**Union Telephone-911 Backup Power**

**BLM- Statewide Pipeline Corridor- via email**

**Bank of Commerce- Application for designation of Depository**

**Carbon County Planning and Zoning- Arapahoe Flats Minor Subdivision**

**OTHER MATTERS**

As the council prepared to adjourn, audience member Kelly Ralston asked the council if they were going to take any action from the Executive Session. Mayor Salisbury answered "no". He noted that the council is going forward with the matter and working on the issue. He also noted that he needed her to understand that the Town of Encampment does not handle anything but Encampment. Our officer has to be asked to respond by another agency. Discussion continued with Ralston suggesting the hiring of part time officer from Saratoga or from the State Patrol. Audience member and former councilperson Irene Archibald noted that use of other agencies or use of our officer by other agencies involves agreements or Memorandum's of Understanding

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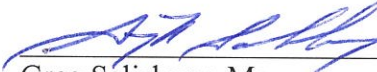
which take time to do and would not make matters any quicker. Fagan-Craig clarified for Ralston that there was an application received and that it is looking good and the council is moving forward on the matter.

Discussion continued amongst those still present about various potential situation and eventually became heated. Ralston noted that that the issue is about the people in the community which is a dead-end street this time of year and that something needed to be done now. Mayor Salisbury stated that perhaps her concerns should be also expressed to Carbon County Commissioners who should consider placing a deputy in the area as well. Councilman Craig also noted that there was a lot better chance that the Sheriff's Office would have a deputy on duty than the Encampment officer being on duty during a call because as it is, we will not have 24/7 coverage. The council reiterated that the matter takes time. It was also noted that the process is very hard and that the council is not being complacent and that they still have to negotiate and interview and go through the process.

When the discussion just kept repeating itself and took a defamatory turn, Councilman Stull moved to adjourn the meeting, Councilman Craig seconded the motion and the motion was passed. The meeting adjourned at 8:12 p.m.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: January 9, 2020

  
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Greg Salisbury, Mayor

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer