

Town of Encampment
Regular Meeting
March 11, 2021
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday March 11, 2021 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Stas Banach, Bill Craig, Shannon Fagan-Craig and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief and Ben Tieszen and Bill Acord, Maintenance/Operators. Public Guests were Josh Saier and Crystal Gillen, Sierra Madre Muzzleloaders and Dan and Deb Hammer. Audience member was Dana Davis from the Saratoga Sun.

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

OATH OF OFFICE

Mayor Salisbury administered the oath of office to Bill Craig and Mr. Craig signed a financial disclosure for the Clerk/Treasurer.

AGENDA

Fagan-Craig moved to approve the agenda with the additional Public Guest, Stull seconded and the motion was passed.

MINUTES

Stull moved to approve the minutes of the February 11, 2021 regular meeting as distributed, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at approximately 64.4% of the budget year revenues were at about 67.14% and expenses were at about 29.11%, largely due to delays in the Specific Purpose Tax project. Fagan-Craig moved to approve the February 2021 financial statement, the February 2021 payroll and contracted liabilities in the amount of \$21,092.61; late monthly bills in the amount of \$434.29 and the regular monthly bills in the amount of \$53,622.22, Stull seconded and the motion was passed.

BDO \$11,330.00
Blue-Cross/Blue-Shield \$7,739.66
Carbon County Clerk \$12.00
Carbon Power & Light \$4,662.46
Communication Tech. \$12,763.40
Corkle Oil, LLC \$359.00
Cowboy Supply House \$34.50
Erickson and Roberts \$350.00
HACH \$138.79
Karl's Auto Repair \$740.00
North Fork Engineering \$2,348.20
North Park Propane \$2,873.92
Office Depot \$129.27
Perue Printing \$97.80

Quill Corp \$20.49
Riverside Garage & Cabins \$157.84
Rocky Mtn Air Solutions \$58.36
Safeguard Business Sys. \$293.19
Shively Hardware Co. \$35.96
Uline \$123.76
Union Wireless \$597.74
UPRSWDD \$7,861.00
Visa \$766.88
Xerox Financial Services. \$93.65
Xesi Document Solutions \$34.35
TOTAL \$53,622.22

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
WY Retirement System \$3,065.53
WY Retirement- VFD \$300.00
Unemployment Insurance \$16.07
US Treasury \$1,989.98
US Treasury \$1,690.08
Net Payroll \$13,954.23
TOTAL \$21,092.61

Late Monthly Bills
Carbon County Clerk \$24.00
Katrina Nuhn \$410.29
TOTAL \$434.29

PUBLIC GUESTS

Josh Saier, Crystal Gillen- Mountain Man Rendezvous: Mr. Saier and Ms. Gillen were present to ask the council for their support for the 40th Annual Sierra Madre Muzzleloaders Mountain Man

Rendezvous in the amount of the \$500.00, plus the 4 porta potties and the use of the town grounds for the event. The event will be held July 23,24 & 25, 2021. They also asked about the use of the town grounds for the Marion Baker Invitational June 5th. Mayor Salisbury noted that it is a great event and that he hopes that things are back to normal by then. Mr. Saier noted that there would not be a pig roast this year because it is too hard to plan under the current circumstances. Craig moved to approve the requests, Fagan-Craig seconded and the motion was passed. Mayor Salisbury noted that if there were new government mandates at that point, there would need to be adjustments made to meet them.

Dan & Deb Hammer: Mr. Hammer noted that he was present to talk to the council about block 197. he noted that he had purchased the property from Dana Ehnle and that it was Zoned R-1. He advised council that he had been quoted \$9.00 a foot to run water main and \$5.00 a foot to run sewer main. To run both would be about \$70,000.00, roughed in with water, sewer, fire hydrant and manholes, plus pipe bedding. In the distribution system, the water main needs to be looped. He asked the council if they would consider opening a street and putting in culverts so he can access the property. Potential points of access were discussed. Mr. Hammer noted that he was looking for a 50/50 partnership with the Town. He noted that the town might be able to obtain the materials at a lesser cost as a municipality. He advised that the town is expanding and that his family owns three blocks. There would be more than one residence out there.

Mayor Salisbury advised Mr. Hammer that he needed to come to the council with an official design and maps of what he has planned, He advised that the Town has a Master Plan that was developed for that area and standards that must be followed. It was considered at one point as a subdivision. He advised that the council would need to know all of the details in order review the matter. Mr. Hammer asked about access stating that they might work on footers or other improvements in the meantime. Mayor Salisbury reiterated that before anything could be done the council would need a development plan for review. A plan would need to be reviewed by the council, engineer and employees. The council agreed adding that a proposal was needed so that the council could act and spend responsibly. There was no commitment made or no action taken by the council.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: There was no update. Mayor Salisbury noted that we would soon be getting a large 2019 Specific Purpose Tax distribution and that he hoped that would allow use to move forward on the cleanout structure for the project.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: A written report was submitted.

Planning Commission: Clerk/Treasurer Harvey advised that there was no meeting in March.

Department of Public Works: A written report was submitted. Maintenance/Operator Tieszen advised the council that things were going well and that they had some items on the agenda.

Clerk/Treasurer- Doreen Harvey: Harvey noted that she needed to make some transfers from reserves for recent purchases. \$7,837.03 from the impact Fund and \$720.07 from the 2009 Specific Purpose Tax Fund. Banach moved to allow the clerk to make the necessary transfers, Stull seconded and the motion was passed.

ADDITIONS TO THE AGENDA

The addition was handled under Public Guests.

NEW BUSINESS

Delinquent Utilities- Removal of Line Block 86 lots 1-6: Clerk/Treasurer advised that the account has been paid in full. Fagan-Craig moved to remove the property lien on Block 86 lots 1-6, Stull seconded and the motion was passed.

Mosquito Abatement- Purchase of Chemical- Adapco Estimate \$14,189.00 / Pesticide License Program Management- Katrina Nuhn \$599.00: A written quote was presented for the mosquito program chemical from Adapco in the amount of \$14,189.00. Harvey advised that the purchase of four barrels got the fifth one for free. She noted that about \$5,500.00 would be needed from the Mosquito Abatement reserve for the purchase and the budget would need to be amended. but that the chemical would be enough for next season and the funds would be recovered. Craig moved to purchase the chemical at the estimated cost, Stull seconded and the motion was passed. It was noted that licensed oversight of the program is needed until one of the employees can get certified. Craig moved to approve the use of Katrina Nuhn for her license and program supervision if she is willing, for a cost of \$599.00, Stull seconded and the motion was passed.

Cody Fire School- Up to 10 Members- 5 Rooms at \$109.00, plus expenses: Clerk/Treasurer Harvey noted that there will be four new members on the fire department. She noted that the rooms were booked for three nights and that the ERVFD Fund would cover the cost of one night. Fagan-Craig moved to approve the expenses for up to 10 members to attend Cody Fire School. Craig seconded and the motion was passed.

105 Dillon Avenue- Sewer Issue: Maintenance/Operator Tieszen noted for the council that he thought the property owner would be present. He advised that public works had jetted the sewer main and that there was no issue in the main. An old plan for the property showed that it used to be a trailer park and depicted sewer lines going in several directions with the potential tap being at the far end of the property from the home. It was discovered that there is a septic tank on the property, which was recently pumped. It is unclear if the main home on the property was ever properly tied into the sewer main or if it is somehow still tied to the septic tank. Public works had advised the property owner that a new service line should be run and that the septic tank should be pumped and filled with gravel. Craig noted that the sewer project that installed the sewer main in the area was in the 1980's. Property owners were allowed payment plans for their sewer taps and were asked to tie into the sewer main at that time. He believes that a tap fee was paid. Clerk/Treasurer Harvey noted that the property owner has been paying sewer fees as far back as she can see in the billing software. Craig moved to have the clerk draft the property owner a letter advising him that he needs to tie into the sewer main and properly abandon his septic tank no later than October 1st, 2021, with no additional tap fees charged, Stull seconded and the motion was passed. It was noted that the deadline should give him plenty of time to complete the job.

Local Government Liability Pool- (LGLP) renewal application: Clerk/Treasurer Harvey advised that she has completed the renewal application. She went over it with public works and has provided it to the council to see if there are any changes that they have. No changes were suggested. Fagan-Craig moved to give the clerk permission to submit the renewal application as presented, Banach seconded and the motion was passed.

Encampment FCCLA/Pro-start: Organizational Service Contract- \$500.00: Fagan-Craig moved to approve the service contract between the Town of Encampment and Encampment FCCLA Pro-Start in the amount of \$500.00 for services provided to the Fire Department, Craig seconded and the motion was passed.

Ferguson Waterworks- Final Phase of meter replacement, plus shelf stock \$19,852.80: An estimate was presented for the purchase of replacement water meters. Clerk/Treasurer Harvey advised the it was for the final part of the three-year meter replacement project using reserves. She noted that it was not scheduled to be completed until the new budget, but that with expected cost increases the council might consider making the purchase in this budget year and amend the budget. There were more meters because a few were needed for shelf stock. After confirming there were funds to complete the project, Craig moved to approve the purchase of the meters at the estimated cost of \$19,852.80, Stull seconded and the motion was passed.

Ferguson Waterworks- Purchase of Pressure Relief Valves- Estimate \$750.00: Maintenance/Operator Tieszen noted that they are installed in meter pits and were for shelf stock. Craig moved to approve the purchase, Stull seconded and the motion was passed.

Shively Hardware- Filters for Equipment \$587.25: Maintenance/Operator Tieszen noted that new employee and experienced mechanic Acord had gone through equipment and made a list and inventory of what was needed for equipment maintenance. Craig moved to approve the purchase of the filters, Fagan-Craig seconded and the motion was passed.

Schaeffer Oil- Bulk Oil & Hydraulic Fluid by the barrel- \$2,164.25: It was noted that the barrels would last for at least two years. Fagan-Craig moved to approve the purchase for the cost of \$2,164.25, Craig seconded and the motion was passed.

Fire Department- Two sets of Bunker Gear-Estimate \$3,958.00 plus freight: Clerk/Treasurer and Fire Department secretary Harvey advised the council that the department usually tried to replace two sets of bunker gear a year. She noted that they had not done that replacement last year. She also advised that the department would soon be adding four new members stating that she probably should have gotten a quote for four sets. She asked the council if they would consider allowing the department to make a purchase of four sets of bunker gear and utilize the Impact Funding for their requested purchases, advising that the funding was for Police, Fire and EMS. Stull asked if she knew what four sets would cost. Harvey noted that it would likely be double the estimate unless there was a price break for quantity. Fagan-Craig moved to allow the purchase of four sets of bunker gear with impact funding, Stull seconded and the motion was passed.

Fire Department- Purchase of Three Pagers: Clerk/Treasurer Harvey noted that there were two quotes received and that Communications Technologies was the company Chief Shue had used for his radio equipment. They had come in significantly less than the company the fire department currently uses. Stull asked if she would like to add a fourth pager. Harvey noted, that she had another pager and that three should be sufficient. Stull moved to allow the purchase of the pagers at the estimated cost of \$1,489.00 from the impact fund, Fagan-Craig seconded and the motion was passed.

Grand Encampment Cemetery- Installation of Culvert/Care of Cemetery: Councilman Stull reported that he had gotten several different reports on the ownership of the small Grand Encampment

Cemetery across the road from the main cemetery. He did some research and provided the council with a map and diagram confirming the Grand Encampment Cemetery does belong to the Town. He noted that even though he does not have family there its condition has bothered him. He advised that we have the best museum and he thought that the historical cemetery should be cleaned up so that it could be accessed for regular maintenance and by foot traffic. Stull noted that in addition to mowing, there were stones that had fallen over. He noted that there were youth looking to get citizenship badges that could provide labor and an individual in the area that might be able to provide the materials for buck and rail fencing. He noted that a culvert would need to be installed, or a foot bridge to cross the water that runs down the edge of the road. Access is limited. Councilman Craig noted that the Town should talk with the County Road & Bridge to get their input on the issue Maintenance/Operator Tieszen noted that it is usually moved once a year in late season because the ground is so saturated. Discussion ensued about the drainage and the actions in the cemetery by various caretakers in the past. Mayor Salisbury noted that culvert is not too expensive and that once the issue of access is handled something can be done and an effort can be made to fix it up. It was agreed that County Road and Bridge would be contacted and that if culvert were installed would be to their standards. The consensus was that the improvements would be made for walk-in access only. The council thanked Stull for his efforts on the issue.

Encampment Police Dept. Bulk Purchase of Ammo- Dooley Enterprises \$1,168.37: Chief Shue noted that the ammunition would be for both duty and training for the rifle and pistol. He was required to do twenty hours a year of training. He noted that finding it was an issue, but that this company had it in stock and was willing to break it down into smaller lots for purchase. Craig moved to allow the purchase of ammo in the amount of \$1,168.37 plus freight, Stull seconded and the motion was passed.

Encampment Police Dept. Purchase of Pistol- ProForce Law Enforcement- Estimate \$409.00: Chief Shue noted that he currently uses his own personal pistol for duty. He reported that there was an incident in Wyoming where a weapon was impounded and it took 2 ½ years to get it back. He noted that he would not want that to happen with his personal weapon. He noted that the estimate was for a brand-new Gen 5 Glock 40 Caliber model that was a good model for a duty pistol. He also noted that it was the same model the officers in Saratoga carry. Fagan-Craig moved to approve the purchase of the pistol at the estimated cost of \$409.00, Stull seconded and the motion was passed.

15th Annual Music in the Park- Change in Band- Patti Fiasco/ Contract \$3,000.00: It was noted that the previous band was unable to perform so they decided to go on sabbatical. Fagan-Craig noted that Alysia Kraft had been very helpful in getting the replacement band and that Patti Fiasco would be willing to perform for the same terms. Fagan-Craig noted that the lodging would be donated and the food provided would be from the community BBQ. Stull moved to approve the band and terms for a cost of \$3,000.00, Craig seconded and the motion was passed.

Executive Session Personnel: Mayor Salisbury noted that was going to be a hold on the additional applications for the maintenance/operator position and that the matter would be dealt with a little later on. Banach noted that the one new employee was doing good and that was excellent and that all seemed to be well.

CORRESPONDENCE:

WAM, WAMCAT, WYDOT, UPRSWDD, CCEDC, CCVC, CCSPTJPB, SCWEMS, State of Wyoming, info & newsletters.

Senior Center- Thank You

Encampment Preschool- Thank You

WAM-JPIC Nomination for Board Members- via email


Wyoming Community Foundation

Platte Valley Expo- Sponsorship Opportunities

With no further business, Fagan-Craig moved to adjourn at 7:48 p.m., Banach seconded and the motion was passed.


Doreen Harvey, CMC
Clerk/Treasurer

Approved: April 08, 2021



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC
Clerk/Treasurer