

Town of Encampment
Regular Meeting
April 08, 2021
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 08, 2021 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Stas Banach, Bill Craig and Shannon Fagan-Craig. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief and Brandon Jones and Bill Acord, Maintenance/Operators. Public Guests were Tim Nicklas, Encampment representative for SCWEMS and Josh Craig and Jacob Munson with Mother Mountain Anglers. Audience members were Jon Nelson, North Engineering and Kaitlyn Campbell from the Saratoga Sun.

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

AGENDA

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

MINUTES

Craig moved to approve the minutes of the March 11, 2021 regular meeting as distributed, Fagan-Craig seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at approximately revenues were at about 72.35% of projections and expenses were at about 34.19%, noting that Project delays and Specific Purpose Tax were affecting the numbers. Craig moved to approve the March 2021 financial statement, the March 2021 payroll and contracted liabilities in the amount of \$24,132.96; late monthly bills in the amount of \$18,292.54 and the regular monthly bills in the amount of \$40,046.68, Fagan-Craig seconded and the motion was passed.

4 Rivers Equipment \$142.78
Blue-Cross/Blue-Shield \$7,739.66
Bridger Fabrication \$20.00
Carbon Power & Light \$4,710.54
CNA Surety \$100.00
Comm. Technologies \$1,502.58
Corkle Oil, LLC \$1,358.05
Ferguson Waterworks \$394.16
Galls, LLC \$117.96
HACH \$217.35
Holiday Inn- Cody \$259.98
IDEXX Laboratories \$61.16
LGLP \$2,211.00
North Park Propane \$1,601.76
Nuhn, Katrina Bergeson \$599.00
Office Depot \$62.04

Olde Trading Post \$89.70
ProForce Law Enforcement \$409.00
Quill Corp \$113.89
Rocky Mtn Air Solutions \$624.45
Rocky Mountain Fire Syst. \$475.00
Saratoga Auto Parts \$693.67
Shively Hardware Co. \$1,464.61
Shue, Kevin \$566.68
Union Wireless \$595.77
UPRSWDD \$11,262.00
US Postal Service \$512.00
Visa \$703.11
VisProNet \$1,303.93
Xerox Financial Services \$93.65
Xesi Document Solutions \$41.20
TOTAL \$40,046.68

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
WY Retirement System \$3,417.05
WY Retirement- VFD \$300.00
Unemployment Insurance \$261.47
US Treasury \$1,999.80
US Treasury \$2,255.32
Net Payroll \$15,822.60
TOTAL \$24,132.96
Late Monthly Bills
Encampment FCCLA/ProStart \$500.00
Dooley Enterprises \$1,168.37
Adapco \$14,327.00
Schaeffer's Oil \$2,164.25
Shue, Kevin \$132.92
TOTAL \$18,292.54

PUBLIC GUESTS

Tim Nicklas- SCWEMS Representative: Mr. Nicklas advised the council that he was sorry that he had not been present at meetings in person due to the meetings for the Grand Encampment Museum board being held the same night. He noted that he felt it was important to notify the council in person of a recent decision by the board to terminate their ambulance director. He noted that Dave Gier who is the ambulance director for the fire department in Rawlins has been hired to fill the position. He has worked for Mr. Rutherford in the past. He noted that he thinks it is a positive move and that transition can be tough, but it is the intention of the board to contact current and prior volunteers and have a meet and greet to try address the difficulties in recruiting and retaining volunteers. He noted that Mr.

Rutherford shows good leadership and has good buy-in with the board for the changes. The new director lives in Rawlins but will be headquartered in Saratoga and will make the effort to travel to all towns.

Councilman Banach asked about affiliations to the new facilities being built. Mr. Nicklas noted that as the EMS provider they would be involved with each one. Discussion turned briefly to Classic Air Ambulance Service and what a great deal that was for area residents. It was noted that recent changes in legislative rules may allow that service to return, which is a very expensive service if there is not insurance coverage. It had been covered by wind development funding in the past. The changes in legislation may bring the coverage option back.

The council thanked Mr. Nicklas for taking time from his meeting to come and update them on current activities. He advised them that they can contact him directly any time they have questions.

Mother Mountain Anglers- Josh Craig & Jacob Munson: Mr. Craig thanked the council for their past support of the Tale of Two Cities Disc Golf Tournament. He asked the council for their permission to use the park of June 12th for the event and asked to use the portable stage for a band. He noted that there were more than 50 participants last year at that with the new pre-registration, they already have 24 for this year. It has grown into a successful event. Councilman Craig moved to approve the use of the park and the stage for the event, Banach seconded and the motion was passed.

Mr. Craig noted that last year they had not approached businesses for their sponsorship of the event due to the impact of COVID. He asked the council if they would be willing to purchase a flag for this year's event at a cost of \$100.00. Fagan-Craig moved to approve the purchase of a flag for the event, Bill Craig seconded and the motion was passed.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project- Update: Mr. Nelson of North Fork Engineering advised the council that Vulcan has gone through the procurement process, the contracts and submittals including the change to ¼" screen was approved. We are on the track for a June 4th delivery. He noted that there is already interest in bidding on the project by Hydro Construction and in the pumping and dredging by Denali Water Solutions. The interest is a good sign. He noted that Kasey is working on the 80% specifications and reviewing the disadvantaged bidders rules and grant requirements and the electrical specifications. Nelson advised that the council consider combining the lagoon dredging and lagoon phase 1 into one project from a cost and scheduling standpoint, citing it made no sense to go through it all twice. The council agreed that it sounded like a good idea.

Discussion turned to options for the sludge. An idea about the use of the old landfill site was brought up, as was the historical closure of the site which was found not to have been closed properly even though specifications were all met. It was noted there may be rules on the use of the site. Options for the use of the sludge will be revisited.

In other matters, Mr. Nelson advised that he had briefly discussed budget with the Clerk/Treasurer. He anticipates discussing finalizing specifications for bids in May, going out to bid in June for the headworks, outlet building and dredging and completing the project this year. Funding should be available for all.

COMMITTEE REPORTS

Police Department, Kevin Shue, Chief: A written report was submitted. Chief Shue advised that he had written a State Homeland Security Grant for the replacement of the repeater and 2 mobile and 8 portable radios that would benefit the Fire Department. He is hoping for 100% funding on the grant which would increase the coverage area three-fold. It would have digital capabilities and improve communications with multiple agencies. Mayor Salisbury advised Chief Shue to contact the property owners for permission, as the town does not own the land the repeater is on.

Planning Commission: Minutes of the April 7th meeting were distributed to the council.

Department of Public Works: A written Report was submitted. Maintenance/Operator Jones advised that everything was going well. Irrigation will be on at the end of May, as usual.

Clerk/Treasurer- Doreen Harvey: Harvey advised that she needed to do some transfers from reserves for recently approved expenses. She noted that she needed to transfer \$1,033.20 from the 2009 Specific Purpose Tax investment; \$5,500.00 from the Mosquito Abatement Fund and \$1,489.00 from the Impact Fund reserve. Fagan-Craig moved to approve the transfers as requested, Banach seconded and the motion was passed.

Recreation Department: Mayor Salisbury noted that he had an idea about the banners and the brackets being used for them once the students take their banners, He noted that he thought the council might consider offering those brackets to business owners for the placement of banners promoting their businesses. It was questioned whether or not the brackets would be left up year-round. Fagan-Craig noted that it would be up to public works, she trusted them to make the decision. She advised that there were short-term and long-term quality banners. The idea was surely feasible. The business would need to purchase their own banner.

ADDITIONS TO THE AGENDA

Ferguson Water Works- Purchase of Sewer Pipe & Supplies- Estimate \$1,528.56:

Maintenance/Operator Jones noted that they had recently inventoried supplies and the purchase was needed for inventory. Mayor Salisbury asked if the quantities were sufficient given recent sewer problems. It was noted that the supplies were kept mainly for repairs. Craig moved to approve the purchase at the estimated cost of \$1,528.56, Fagan-Craig seconded and the motion was passed.

NEW BUSINESS

Seasonal Employment- Advertise for three positions: Fagan-Craig moved to advertise for seasonal employees, Craig seconded and the motion was passed.

Police Department- Updates to Radar Unit- Estimate- \$1,152.00: Chief Shue noted that there were three units and that the display heads were burned out. They were purchased in 2004. He advised that he would like to replace two of them. He noted that due to a Federal Specification he would also need to purchase a special cable for use in the new truck. The estimate included two new displays and 4 new cables. He did not see a need to spend \$3,100.00 for a new unit. Banach moved to approve the purchase, Fagan-Craig seconded and the motion was passed.

Police Department Purchase of Deck Box for Truck- Estimate \$1,349.99: Chief Shue noted that it would be a slide-out box that goes into the bed floor and would allow for the waterproof storage of gear. Drawers will slide out onto tailgate. The unit supports up to 2,000 pounds and would come

direct from the manufacturer. Craig moved to approve the purchase of the deck box at a cost of \$1,349.99, Fagan-Craig seconded and the motion was passed.

ESRI- Annual GIS Support- Renewal \$1,750.00: It was noted that the GIS system was used for mapping water and sewer lines, valves, etc. and that it was a good system that gets regular use. Fagan-Craig moved to approve the renewal of the ESRI support for the GIS system, Banach seconded and the motion was passed.

FY20/21 Budget Amendment- 1st Reading- Revenues and Expenses \$1,896,730.87: Clerk/Treasurer Harvey advised that the revision was necessary due to the relinquishment of a grant and reductions in projected expenses. She noted that she had also moved some expenses around to reflect what was actually being spent. Craig moved to approve the 1st Reading of the FY20/21 budget amendment, Fagan-Craig seconded and the motion was passed.

FY21/22 Budget 1st Reading: Clerk/Treasurer Harvye reported that the budget numbers were very preliminary at this point as a lot of the estimates were not in. She reported revenue estimated at \$2,525,656.44, expenses of \$2,531,270.63 with the deficit of \$5,614.19 falling in the sewer department. She noted that the sewer department was becoming more time intensive and that there are new unknown maintenance costs association with the project such as a possible additional electric service and disposal costs. She noted that she believed that a \$1.00 to \$2.00 sewer increase may be needed once those estimates are known. Craig moved to approve the 1st Reading of the FY21/22 Budget as presented, Fagan-Craig seconded and the motion was passed.

Maintenance/Repairs- Town Hall Drainage / Leach Field on Septic Tank: Clerk/Treasurer Harvey noted that the two items should likely be discussed for budget estimates. Banach noted that the concrete between the Town Hall and the post office has a hump in it, it would need to be ground or jack hammered out and that the drainage be connected better and brought out to the front of the building. Craig suggested that perhaps the concrete could be floated into a better slope. Another idea was that it be ground out and redone. Mayor Salisbury suggested that perhaps a concrete barrier could be installed protecting the town hall from the flow. Maintenance Operator Jones noted that WYDOT would be coming through with a project that would affect drainage along the highway and that he had advised the WYDOT representative to contact the mayor if they were proposing work on the drainage. Councilman Banach noted that most of the water was drainage from the post office and questioned why the owner of the post office was not also taking responsibility for the problem. He noted that he was not being punitive, just advocating owner responsibility.

Council also discussed the leach field at the septic tank at the water plant. Maintenance/Operator Jones noted that it had likely been driven over and crushed. Mayor Salisbury noted that it would need to be replaced. The matter is being reviewed for permit requirements.

Conditional Use Permit Application -Lodging House- 811 Heizer Avenue: Clerk/Treasurer Harvey advised that the Planning Commission had accepted the application and set their public hearing for their next meeting. Fagan-Crag moved to set a Public Hearing for the issue during the May 13th council meeting, Banach seconded and the motion was passed.

Repurchase of Taps- Ben & Cori Tieszen- 423 Rankin Avenue: Mayor Salisbury stated that he had spoken with Ben Tieszen on the matter. The taps had been abandoned and that the practice was each trailer needed to be on its own tap in order to straighten out old issues. Craig confirmed with the

Public Works Department that it was okay to have another tap in the area. Craig moved to approve the re-purchase of the taps at a cost of \$4,000.00, Fagan-Craig seconded and the motion was passed.

Executive Session- Personnel: Mayor Salisbury stated that an executive session was not needed. Maintenance/Operator Tieszen would be leaving the first part of June so the Town will need to go back out for applications. Craig moved to advertise for the Maintenance/Operator Position, Fagan-Craig seconded and the motion was passed.

CORRESPONDENCE:

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

WAM- Request for interim topics

WAM-JPIC Ballot_ it was noted that with only three individuals interested in three seats a vote was really not necessary.

Forest Service Brush Creek/ Hayden District- Call for Nominations

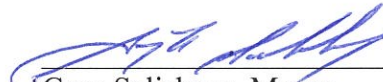
Wyoming Water Users Association

With no further business, Fagan-Craig moved to adjourn at 7:55 p.m., Craig seconded and the motion was passed.

Doreen Harvey, CMC

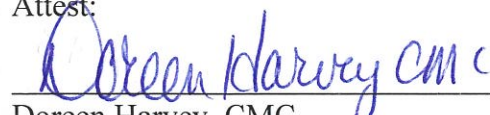
Clerk/Treasurer

Approved: May 13, 2021



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC
Clerk/Treasurer