

Town of Encampment
Regular Meeting
May 13, 2021
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 13, 2021 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were, Shannon Fagan-Craig and Stas Banach. Town personnel present were Doreen Harvey, Clerk/Treasurer and Brandon Jones and Bill Acord, Maintenance/Operators. Audience members were Maggie Kelley, Jon Nelson of North Fork Engineering and Dana Davis from the Saratoga Sun.

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

AGENDA

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

MINUTES

Banach moved to approve the minutes of the April 08, 2021 regular meeting as distributed, Fagan-Craig seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 83.3% of the budget year revenues were at about 76.9% and expenses were at about 38.4% largely due to project delays. Fagan-Craig moved to approve the April 2021 financial statement, the April 2021 payroll and contracted liabilities in the amount of \$23,464.51; late monthly bills in the amount of \$2,870.89 and the regular monthly bills in the amount of \$41,490.46, Banach seconded and the motion was passed.

Applied Concepts \$1,152.00
Baumchen, John G. \$150.00
Blue-Cross/Blue-Shield \$7,739.66
Bridger Fabrication, LLC \$150.00
Carbon Power & Light \$4,396.13
Comfort Inn \$1,635.00
Corkle Oil, LLC \$56.20
E.S.R.I. \$1,750.00
Encampment Petty Cash \$8.55
Energy Laboratories \$117.00
Fired Up Rescue \$372.52
HACH \$217.35
Harvey, Ronald A.- \$366.80
Lee, Jim \$359.52
MES- Rocky Mtn \$333.34
North Park Propane \$1,275.30
Nuhn, Cory \$719.22
Office Depot \$82.96
One-Call of Wyoming \$17.42
Ramkota Hotel \$172.00

Riverside Garage & Cabins \$51.62
Rocky Mountain Air Sol. \$58.36
S.C.W.E.M.S. \$3,375.00
Saratoga Sun \$170.00
Sensus USA, Inc \$1,715.95
Shively Hardware Co. \$34.90
The Patti Fiasco, LLC \$1,500.00
Union Wireless \$598.41
UPRSWDD \$9,153.00
US Postal Service \$332.00
USA BlueBook \$266.32
Valley Fire Extinguisher \$412.00
Visa \$1,822.69
W.S.Darley & Co. \$281.24
WY DEQ-WQD \$1,000.00
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$41,970.46

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$470.18
WY Retirement System \$3,318.48
WY Retirement- VFD \$300.00
Unemployment Insurance \$304.86
US Treasury \$1,997.36
US Treasury \$2,040.94
Net Payroll \$14,955.97
TOTAL \$23,464.51

LATE MONTHLY BILLS
Brooklyn Battery Works \$66.16
Riverside Garage \$5.87
RNB State Bank \$28.00
Saratoga Sun \$57.00
Thatcher Company \$1,907.20
Western States Fire \$490.00
Zep Sales \$316.66
TOTAL \$2,870.89

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Mr. Nelson reported that the screen for the upgrade is on track to be delivered the last part of May or first part of June. It will be set on pallets and stored at the

water plant. He noted that he will be meeting with Carbon Power & Light to look at the power drop and determine the best way to run service to the new building. He noted that he did not believe an additional service would be needed, but that more will be known next week. He also noted that he met with officials from UPRSWDD about waste disposal and that the actual volume should be incidental. The Town will be paying for a dumpster with weekly service. The volume will be monitored. Mr. Nelson noted that an official letter will be sent to the district on letterhead and that if they have any concerns, they will respond. Banach noted that it is mostly going to be stuff that should have been placed in the trash to start with, municipal solid waste, not toxic material. Mr. Nelson noted that the pathogen concerns will be addressed. Operation, maintenance and potential by-pass if there is a break in the screen were also discussed.

Mr. Nelson noted that the structure drawings are at about 80% of completion and should be completed by the end of month. The building is more complex than initially thought, requiring more ventilation due to the hydrogen sulfide gas. There is a need to keep the electrical in a room apart from the works to avoid the need for costly explosive grade components. There will not be a lot of electrical.

He noted that he would like to ask the council to authorize the mayor to sign the application for the permit to construction when it was complete so that the project can stay on track. Fagan-Craig moved the authorize Mayor Salisbury to sign the application for the permit to construct for the permit to construct as discussed, Banach seconded and the motion was passed.

The council agreed that it is good to keep things moving forward. Nelson noted that the rules of the SRF funding require the permit to be issued before advertising for the project. He noted that he will have the council approve the ad at the next meeting so that we can be ready when the permit is issued.

Banach asked about the DEQ violation noted in correspondence at the end of the agenda asking if the response would appease them. Mr. Nelson noted that DEQ was aware of violations. They were part of the reason we were granted the SLIB funding.

In other discussion, Mayor Salisbury asked about the dredging material and its possible placement on the old landfill site. Mr. Nelson stated that it is a solid waste question as to whether or not disturbance is an issue. Mayor Salisbury asked when the land will be turned back over to the town as it should have been a long time ago. The matter will be followed up on and council will get involved if necessary.

FY20/21 Budget Amendment- 2nd Reading- Revenue/Expenses \$1,872,155.12: Clerk/Treasurer Harvey noted that the amounts had not changed from the 1st reading. She moved some line items to reflect spending more accurately. Fagan-Crag moved to approve the 2nd reading of the FY20/21 budget amendment in the amount of \$1,872,155.12, Banach seconded and the motion was passed.

FY21/22 Budget- 2nd Reading- Revenue/Expenses \$2,572,79.45: Clerk/Treasurer Harvey noted that she did not have final sewer project estimates so the amounts were still likely to change before the 3rd reading. She noted that the 2nd reading had been prepared with a proposed \$3.00 a month sewer increase. Man-hours will be increasing as well as maintenance costs. Mr. Nelson interjected that electricity costs will increase significantly with phase 2 of the project as well and it is a proactive way

of benefitting the future of the Town System. Harvey noted that if the council wants to consider the increase a resolution will be on the agenda for the next council meeting. Banach moved to approve the 2nd Reading of the FY21/22 Budget in the amount of \$2,572,799.45, Fagan-Craig seconded and the motion was passed.

Set Budget Hearings: Fagan-Craig moved to hold the Public Hearings for both the FY20/21 Budget Amendment and the FY21/22 budget during the June 10th regular council meeting, Banach seconded and the motion was passed.

COMMITTEE REPORTS

Planning Commission: Minutes of recent meeting were distributed.

Department of Public Works: A written report was submitted. Maintenance/Operators Jones and Acord reported that everything was going well. Jones advised that sewer pipe for shelf stock had been ordered but that it was delayed due to resin supply down south. They are awaiting the shipment to replace what they have used. Banach noted that he had toured the facilities and was educated that there are approximately 40 blocks of clay sewer pipe. It was noted that there is a sewer project planned as part of the Specific Purpose Tax currently being collected.

In other matters it was noted that irrigation is currently in the works. the east side is on, but there is a break on the west side. They are waiting on locates to repair.

Clerk/Treasurer- Doreen Harvey: Harvey asked for permission to transfer \$3,375.00 from the Impact reserve to cover the 4th Quarter Ambulance Contract. Fagan-Craig moved to allow the transfer as requested, Banach seconded and the motion was passed.

ADDITIONS TO THE AGENDA

Ben Tieszen- Resignation effective May 21, 2021: Council moted that they really did not want him to go. Fagan-Craig grudgingly moved to accept the resignation of Ben Tieszen as of May 31, 2021 Banach seconded and the motion was passed.

Mill Site: Mayor Salisbury noted that he spoke with Tom James and that he is just finishing up the electric room at the mill site. The contractor that rebuilt it will be here to go over it when they run it. Fagan-Craig noted that we should not absorb any additional cost for getting it running. Mayor Salisbury noted that we still owe about \$3,500.00 for the labor on the building which was part of a change order. He noted that they do want to get it up and running but that the hardest part will be finding employees.

NEW BUSINESS

PUBLIC HEARING: Liquor License Renewals- Chez Booze, Inc. D's Bar & Grill and the DiVide, LLC: At 7:34 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment on the renewal of liquor licenses. Hearing no comment, the hearing was closed. Fagan-Craig moved to approve the renewal of Liquor Licenses for Chez Booze Inc., D's Bar & Grill and the DiVide, LLC, Banach second and the motion was passed. The council thanked Maggie Kelley for taking time to come to the meeting.

PUBLIC HEARING: Conditional Use Application- Lodging House- 811 Heizer: At 7:36 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking public comment on a Conditional Use Permit application from Robert Compton and Koreen Zelasko for the use of their home at 811 Heizer Avenue as a lodging house. hearing no comment, the hearing was closed. Clerk/Treasurer Harvey noted that the Planning Commission had submitted a letter to the council recommending the approval of the application. Banach moved to approve the Conditional Use Permit, Fagan-Craig seconded and the motion was passed.

VFD Pancake Breakfast- Jamboree Saturday- Purchase of Supplies up to \$700.00: Clerk/Treasurer Harvey noted that this is one of the fund raisers generally covered by the ERVFD Fund. She noted that the town would be in the position of reimbursement to fire personnel for the purchases as the town has no relationship with the vendors used for the supplies. Fagan-Craig moved to approve up to \$700.00 and the reimbursement for the VFD Pancake Breakfast, Banach seconded and the motion was passed.

Organizational Service Contracts: Clerk/Treasurer Harvey noted that they contracts are as budgeted and that some of them were not issued last summer. She would like to issue them now to get in front of the game. Banach moved to approve Organizational Service Contracts for the Grand Encampment Cowboy Gathering in the amount of \$500.00; SMML Mtn Man Rendezvous in the amount of \$500.00; the Encampment Riverside Lions Club in the amount of \$500.00 and the Encampment Community Choir in the amount of \$250.00, Fagan-Craig seconded and the motion was passed.

In Source- Wonderware Software Service Contract- Water Plant \$724.00: Maintenance/Operator Jones noted that we did not have a service contract for the software which was why we had a software issue at the water plant. They did not know to update the program. Banach clarified that it is specifically for water plant operation. Fagan-Craig moved to approve the service contract with In Source in the amount of \$724.00 for the Wonderware Software at the Water Plant, Banach seconded and the motion was passed.

Set Mill Levy- 8 Mills: Banach asked for clarification on the matter. Clerk/Treasurer Harvey noted that 8 Mills was the maximum Mill Levy allowed for property taxes for general purposes. The Town is required to officially set that Mill Levy each year. Fagan-Craig moved to set the Mill Levy at 8 Mills, Banach seconded and the motion was passed.

WAM-JPIC/ BCBS Health Insurance Renewal- No Cost Increase: Clerk/Treasurer Harvey noted that there were no changes or cost increase to the employee health insurance plan the next year and that there will be a premium holiday in the month of January. Fagan-Craig moved to renew the employee health insurance coverage at the current terms, Banach seconded and the motion was passed.

2019 Specific Purpose Tax: Appoint Clerk/Treasurer Harvey Representative Effective July 1, 2021 / Authorization to Transfer Revenue to Investment Upon Receipt: Clerk/Treasurer Harvey noted that Irene Archibald would be resigning from the board effective June 30th. Mrs. Archibald was chair of that board and was critical to getting the entire county through a very sticky bond issue. Harvey noted that she has been the alternate for Encampment and is now willing to serve as the representative if the council would like her to. Fagan-Craig moved to appoint Harvey as the representative for the Carbon County Specific Purpose Tax Joint Powers Board effective July 1st and to allow the transfer of the 2019 SPT revenue to the reserve upon receipt, Banach seconded and the motion was passed.

Fire Department- Purchase of 4 Pagers- Impact Funding-\$2,086.72: Clerk/Treasurer and Fire Department Secretary Harvey reported that since the last council meeting two pagers had gone down that were no longer supported. She also is anticipating two new members to the department making a total of 6 new members. Fagan-Craig moved to allow the purchase of 4 new pagers from the Impact Funding at an estimated cost of \$2,086.72, Banach seconded and the motion was passed.

Fire Department Purchase of 2 Pocket Sized Thermal Imaging Devices: MES- \$998.00:

Clerk/Treasurer Harvey noted that at Fire School members learned of some thermal imaging technology that is pocket sized rather than the big bulky unit that currently in use. She cited various uses for the technology. She advised that the Fire Department would like to ask permission to purchase one unit from the ERVFD Fund and one from their Equipment Fund. Banach moved to approve the purchase, Fagan-Craig seconded and the motion was passed.

Fire Department- purchase of 2 ½” Nozzles- Heiman Fire- \$1,310.05: Clerk/Treasurer and Fire Department Secretary Harvey noted that the Fire Department would like to have two of the 2 ½’ nozzles so that they can push a large amount of water fast if need be. She noted that the department does not currently have any nozzles that size. Fagan-Craig moved to approve the purchase in the amount of \$1,310.05, Banach seconded and the motion was passed.

WY0020591-Sewage Treatment Facility Permit Approval- 5 Year - \$1,000.00: Fagan-Craig moved to approve the application for renewal of the permit WY0020591 through the DEQ at the cost of \$1,000.00, Banach seconded and the motion was passed.

Mother Mountain Anglers- Request for Overflow Camping at Park: Fagan-Craig noted that the request would just be during the Disc Golf Tournament for overflow when Odd Fellows, the RV Park and yards of participants were all full. She noted they would like to use the other side of the trees by the fire pit area. Mayor Salisbury noted that he thought the Rendezvous area would be a better spot. Audience member and neighbor to the area Maggie Kelley stated she was opposed to camping being allowed in the park. Banach asked to confirm that there would be no extra fires and there would be a porta-pottie if needed. Shannon noted that there was one in the Japanese Garden and that the fire pit in the park would be used. Banach confirmed that Mother Mountain Anglers would be responsible and accountable. Fagan-Craig stated that they will be and reiterated that they are just covering their bases and are not promoting camping in the area. Mayor Salisbury stated that since the council present were limited, he would move to approve granting permission to camp in the designated area, Banach seconded and the motion was passed.

Seasonal Parks Department Employees: Mayor Salisbury reported that there were several applications received. He noted that he would recommend hiring the two adult women and one high school student. Shellie Martin, Rebecca Acord and possibly Kayla Smith. If any of them were not available the other applicants would be considered. Banach asked Maintenance/Operator Jones if he was okay with the choices. Jones indicated he was. Fagan-Craig moved to hire Shellie Martin at a rate of \$15.00 an hour; Rebecca Acord at rate of \$14.00 an hour and Kayla Smith at a rate of \$12.00 if it is acceptable, Banach seconded and the motion was passed. Mayor Salisbury noted that there were other applications for the student if Smith did not work out.

Maintenance/Operator Position: Mayor Salisbury reported that he had been talking to some of the applicants that may be a candidate for a 60-day probationary period. Banach asked about input from

the Public Works Department. Mayor Salisbury noted that applicant Matt Cruickshank lives here and that he thinks he would be a good fit. He is also talking to another applicant. he asked the council to consider voting to give him permission to hire applicants for a 60-day probationary period. He does not want any of the personnel to get burnt out. Banach moved to allow the mayor to hire two for a 60-day trial period and to allow the mayor to work out the wage, Fagan-Craig seconded and the motion was passed. Mayor Salisbury reiterated that there was definitely one applicant that would be a good fit. Mayor Salisbury advised that this action would show DEQ that the council is working toward resolving the issue.

CORRESPONDENCE:

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

FEMA Flood Insurance- Start of Appeal Period: Banach noted that he read through everything and that he interpreted that one option was for the town to 'do nothing'. The council agreed that they did not want to put residents in the position where they would be forced to buy flood insurance. No action was taken.

Platte Valley Arts Council- Thank You

WARWS- Virtual Annual Meeting

CCSD#2 Letter to Stakeholders


MHCC- Platte Valley Clinic- Invitation to Open House

Wyoming DEQ Letter of Violation and Response

With no further business, Fagan-Craig moved to adjourn at 7:58 p.m., Banach seconded and the motion was passed.

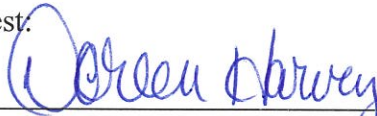
Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 10, 2021



Greg Salisbury, Mayor

Attest.



Doreen Harvey, CMC, Clerk/Treasurer