

Town of Encampment
Regular Meeting
December 9, 2021
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday December 9, 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 and Bill Acord Maintenance/Operators. Planning Commission member present was Ros Herring. Audience members was Robert Herring.

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

Before beginning the regular portion of the meeting Mayor Salisbury presented Bill Acord with a plaque and award from WWQ & PCA for the 2021 Good Housekeeping & Safety Award in for the Water Plant. The council congratulated Mr. Acord on a job well done.

AGENDA

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

MINUTES

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

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that WYOSTAR interest had not posted yet and that two bank statements had not yet been received. She noted that this would cause the interest earnings to change. At 41.65% of budget revenues were at approximately 29.08% and expenses are at 14.61% largely due to project delays. Fagan-Craig moved to approve the November 2021 financial statement, the November 2021 payroll and contracted liabilities in the amount of \$21,073.61; late monthly bills in the amount of \$13,293.82 including property insurance payment and to approve the regular monthly bills in the amount of \$34,028.63, Craig seconded and the motion was passed.

BDO \$8,000.00
Blue-Cross/Blue-Shield \$4,721.19
Bridger Fabrication, LLC \$344.42
Carbon County Treasurer \$152.55
Carbon Power & Light \$3,581.67
CNA Surety \$200.00
Corkle Oil, LLC \$140.25
Down Home Concepts \$53.00
North Park Propane \$2,913.89
One-Call of Wyoming \$3.75
Platte Valley Arts Council \$200.00
Rocky Mountain Air Sol. \$128.80
Saratoga Auto Parts \$474.19

Thatcher Company \$1,989.64
Union Wireless \$596.84
UPRSWDD \$8,744.25
US Postal Service \$320.00
Visa \$514.19
Wagnon, Adrienne \$500.00
WARWS \$450.00
TOTAL \$34,028.63

PAYROLL TAXES AND LIABILITIES

AFLAC \$76.72
Workers Compensation \$443.73
WY Retirement System \$2,991.96

WY Retirement- VFD \$318.75
Unemployment Ins. \$26.66
US Treasury \$1,900.64
US Treasury \$1,731.74
Net Payroll \$13,583.41
TOTAL \$21,073.61

LATE MONTHLY BILLS

Hub International \$12,330.00
North Park Propane \$88.82
CNA Surety \$375.00
Adrienne Wagnon \$500.00
TOTAL \$13,293.82

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Mayor Salisbury reported that Jon Nelson had contacted him and advised that he did not have anything to report for the project yet this month.

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Watershed Protection Committee Meeting/Clarification for Clerk on Funding of Activities: Mayor Salisbury advised that the Watershed Protection met and discussed several different things along with the same concerns about overdevelopment in the watershed. The plan will be given to the State Engineers Office and other agencies when complete. Clerk/Treasurer Harvey noted that the Town hopes to have a draft by February.

COMMITTEE REPORTS

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

Planning Commission: Minutes of the previous meeting were presented. Ros Herring noted that one application had been received but was not acted on because the water and sewer taps had not yet been approved.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Harvey asked the council if they would like to hold the 18th annual lighting contest. She noted that last year the prizes were \$100 for 1st place; \$75 for 2nd place and \$50 for 3rd place. She noted that the winners were chosen by feedback from residents to the Town Hall. Mayor Salisbury noted that it seems to get residents in a holiday mood. Stull moved to hold the 18th annual lighting contest with the same prizes as last year, Craig seconded and the motion was passed.

Harvey also advised that she would like to transfer \$400,000.00 from the Operating account at RNB State Bank to the WYOSTAR General Fund Reserve. Banach questioned the safety of the investment. Harvey noted that WYOSTAR was in the control of the Wyoming State Treasurers Office and that the Investment Policy prohibits the town from investing in anything where the principal is at risk. All of the Town investments are within that policy. Stull moved to approve the transfer of \$400,000.00 from the Operating account at RNB State Bank to the WYOSTAR General Fund Reserve, Banach seconded and the motion was passed.

ADDITIONS TO THE AGENDA

SCWEMS Representative: A letter of resignation from Town of Encampment SCWEMS board representative Tim Nicklas was received. Fagan-Craig moved to advertise for a new representative to the board, Banach seconded and the motion was passed.

Local Government Liability Pool Ballot: Fagan-Craig Craig noted that she would like to see Linda Smith from Rawlins nominated for one position. Clerk/Treasurer Harvey noted that she knew Judy Johnstone from some of her dealings and would also like to see her nominated. The council advised the clerk to complete the ballot as discussed.

NEW BUSINESS

PUBLIC HEARING-Bar & Grill Liquor License- Sierra Madre Land Investments, LLC dba the Divide: At 7:05 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on the application from Sierra Madre Land Investments, LLC dba the Divide for a Bar & Grill Liquor License. Hearing no public comment, the hearing was closed. Clerk/Treasurer Harvey advised that she had spoken with the Liquor Division and that the license can be approved as long as they are

provided with a copy of the food licenses as soon as it is approved. Banach sked if it was acceptable for one entity to own two licenses. Clerk. Harvey advised that it is acceptable. Craig moved to approve the application for a Bar & Grill Liquor License for Sierra Madre Land Investments, LLC dba The Divide, Fagan-Craig seconded and the motion was passed.

HACH Annual Service Contract Renewal- \$7,140.00: Clerk/Treasurer Harvey noted that the contract had increased about 10%. Craig noted that this was the contract for the instrumentation at the water plant. The equipment is kept certified for EPA and DEQ reporting. Craig moved to approve the renewal of the service contract at \$7,140.00, Fagan-Craig seconded and the motion was passed.

Garage Door Repairs- Replace Seals at Water Plan, Three Doors at Shop and Police Department: Maintenance/Operator Acord reported that the gentleman from Rawlins will be in Town next week to complete an estimate of cost to replace seals and adjust the doors. Banach noted that he should be prepared to do repairs so that we do not have to pay for two trips. The council indicated that they were in favor of getting the doors repaired and asked the clerk to email them the quote when it was received to get permission at that time.

Request for \$300.00 Refund of Tap Fee- Fitzwater/Wagy: Mayor Salisbury noted that the increase was due to tap equipment expenses and that the tap the town has on hand is actually for another resident. It was noted that the tap application was dated 10-12-2021, but that the fee was not paid with the application as the resident was unsure of its approval. Craig noted that his tap was not approved until November and that the approval had contingencies. The council agreed by consensus that the fee stands as the tap was not approved prior to the increase. Discussion ensued about comments being made that the contractor intended to put the water line in conduit. Craig advised Maintenance/Operator Acord that he should advise them that it is a bad idea if it is mentioned to him. If there is a leak in the line, the entire line would have to be dug up. The property owner would be better off not to encase the line. The plan is to tie in to the main in the next week weather permitting.

Wyoming Office of Homeland Security- SHSP Grant Contract- \$24,000.00: The grant was applied for by Chief Kevin Shue for work on the repeater site and for the purchase of radios. Mayor Salisbury advised that the chief should be sure to contact the property owners and make sure that access is okay. Fagan-Craig moved to approve the grant contract as presented, Craig seconded and the motion was passed.

Communication Technologies- Purchase of Radio Equipment \$23,817.00: Clerk/Treasurer Harvey noted that the quote presented was for the equipment associated with the prior grant. Fagan-Craig moved to approve the quote as presented, Banach seconded and the motion was passed.

Filmtech- Parts Estimate for Water Plant- \$897.00 Plus Freight: Maintenance/Operator Acord advised that the purchase will include O-rings and food grade grease for routine maintenance. Craig moved to approve the purchase from Filmtech \$897.00 plus freight, Banach seconded and the motion was passed.

Black Diamond Electric- Estimate for Repairs at RV Park- \$19,300.00: The council review the estimate as presented. They expressed their surprise at the cost asking Maintenance/Operator Acord if anyone had asked him about performing dirt work since the quote advised that it was not included.

He advised they had not. Fagan-Craig noted that the price might be higher now because of supply costs. The council made the decision to wait until spring and discuss the matter again.

BDO FY20/21 Draft Audit Review: Clerk/Treasurer Harvey advised that at the time the packets went out the audit firm had committed to have a draft of the document in time for the council to review the report at least a day before the meeting. That had not happened. Clerk/Treasurer Harvey noted that she contacted the Wyoming Department of Audit since the initial deadline for the Audit was October 31st. She provided them a copy of the letter of engagement and explained to them that she had begun providing documents in July to an auditor through a website portal. That auditor was replaced and the process began again. Concerns were discussed about the delays in the audit, the change in audit personnel and the need to provide a lot of last-minute documentation. The clerk advised the council that she had provided everything she was asked for in a timely manner and did not believe that the town had any responsibility for the delay in its completion. Even the December 31st extension would not allow the council time to review the document properly as the council does not meet again this year. Harvey advised that as soon as she had the draft document, she would send it to the council for review. The council expressed concern for the situation.

Additional Compensation for Employees/Judge- As budgeted: Mayor Salisbury advised the council that the employees had worked extra hard this year and that he would like to thank them for all that they do and that he would like to include Ben Freytag in the Additional Compensation as he had earned it as well. The Additional Compensation was budgeted at \$350.00 for employees and \$75.00 for the judge. Fagan-Craig moved to award the Additional Compensation as budgeted including Ben Freytag, Craig seconded and the motion was passed.

CORRESPONDENCE:

WAM, CCVC, CCSPTJPB, CCEDC, PV Arts Council info & newsletters

Wyoming Community Foundation

Sinclair Refinery- Public Notice on Permit Renewal


Town & Country Realty- Open House Invitation

Bank of Commerce

With no further business, Fagan-Craig moved to adjourn at 7:25 p.m., Banach seconded and the motion was passed.

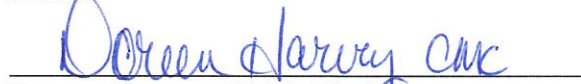
Doreen Harvey, CMC
Clerk/Treasurer

Approved: January 13, 2022



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer