

Town of Encampment  
Regular Meeting  
February 10, 2022  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday February 10, 2022 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Stas Banach and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief and Bill Acord and Jacob Jump, Maintenance/Operators. Planning Commission member present was Steve Reichert. Also present were Penny Layman, SCWEMS Representative, Becky Acord, Jon Nelson from North Fork Engineering and Mike Armstrong of the Saratoga Sun.

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

### AGENDA

Stull moved to approve the agenda, Banach seconded and the motion was passed.

### MINUTES

Stull moved to approve the minutes of the January 13, 2022 regular meeting as distributed, Banach seconded and the motion was passed.

### FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that WYOSTAR interest had not posted yet. Banach moved to approve the January 2022 financial statement, the January 2022 payroll and contracted liabilities in the amount of \$20,915.34, late monthly bills in the amount of \$13,073.25 and the regular monthly bills in the amount of \$48,099.83, Stull seconded and the motion was passed.

Big Bale Company \$97.80  
Blue-Cross/Blue-Shield \$4,721.19  
Carbon County Fair Board \$65.00  
Carbon Power & Light \$4,926.27  
Corkle Oil, LLC \$637.00  
Encampment Petty Cash \$11.25  
HACH \$7,760.69  
Jackson County Star \$270.00  
KTGA/KBDY \$480.00  
Martin, Joy \$40.50  
North Fork Engineering \$8,462.80  
North Park Propane \$4,602.27  
Olde Trading Post \$35.86  
One-Call of Wyoming \$26.50  
Perue Printing \$42.50  
Platte Valley Clinic \$77.00

Quill Corp \$356.53  
Riverside Garage \$114.11  
Rocky Mountain Air Sol. \$128.80  
S.C.W.E.M.S. \$3,375.00  
Saratoga Auto Parts \$236.27  
Saratoga Sun \$181.50  
Shively Hardware Co. \$42.97  
Union Wireless \$585.08  
UPRSWDD \$10,347.00  
Valley Foods \$41.95  
Visa \$230.99  
WY State Fireman's Assn \$75.00  
Xerox Financial Svc \$93.65  
Xesi Document Sol. \$34.35  
TOTAL \$48,099.83

PAYROLL TAXES AND LIABILITIES  
AFLAC \$76.72  
Dearborn Int'l \$0.00  
Workers Compensation \$397.41  
WY Retirement System \$2,652.05  
WY Retirement- VFD \$318.75  
Unemployment Ins. \$74.59  
US Treasury \$1,510.64  
US Treasury \$1,742.22  
Net Payroll \$14,142.96  
TOTAL \$20,915.34

LATE MONTHLY BILLS  
UPRSWDD \$9,026.50  
Blue Cross Blue Shield \$4,046.75  
TOTAL \$13,073.25

### PUBLIC GUESTS

SCWEMS Representative- Penny Layman: Ms. Layman was present to update the council on the activities of South Central Wyoming EMS. She noted that Director Stayton had been busy and that he is taking the service in a new direction. Ambulances have been reorganized. He has put together a December and January call report and is establishing the peak times that need coverage. She also noted that the EMT class has eleven students and is going great and that the Medicine Bow ambulance is back in service. She advised the council that the next SCWEMS meeting will be held on the February 21st at 6:00 p.m. at the SCWEMS building in Saratoga. She noted that she would be happy to answer any questions the council might have. Councilman Stull also noted that as an ex-officio member of the board it was nice to have a representative show up at a council meeting.

The council thanked her for taking the time to come and give them an update, noting that SCWEMS is a very important service to the community.

### **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Project: Mr. Nelson advised that he had met with public works and a number of the council and had spoken with the mayor about the need to reposition the layout of the lagoon project. He noted that a closer survey of the area would also be done to make sure the topography will work. The general contouring may require additional fill material. He also noted that they had looked at the existing power source and does not believe it is in the best position. It serves the current aerators. He noted that he believes the best option will be setting a new service and running it in conduit underground and carrying it across a pipe bridge. The new service will be 200-amp 3 phase. It may be possible to combine the two services further into the project. Councilman Banach noted that with the service buried some of the danger would go away. Discussion ensued about some of the specifics of the pipe bridge.

In other matters, Mr. Nelson brought up the foundation of the building. He noted that some old photos of the construction of the original project in 1987 show cut banks with soils of differing in color from one side to another. He noted that it might be best to plan to test the soil at the site now and make sure the building is built right. He note a cost of just under \$4,000.00 from Geotechnical Drillers for the testing. His concern is that if bids are accepted with the assumption that the existing ground is feasible for the foundation, then later it is found not to be, the resulting cost of the change order could be significant. If tested first, conditions could be addressed in the design. The council could choose to take the risk, and not do it. Councilman Stull noted that he thought it would be money well spent and made a motion to so spend up to \$4,000.00 on the soil testing. Councilman Banach asked for further clarification, noting that he was not sure that the expense was justified. Discussion ensued about the pros and cons of the testing, with Banach asking if we still have to excavate, replace and compact anyway, what have we gained? Mayor Salisbury noted that any necessary changes would be in the scope of the design. Councilman Stull agreed. Mr. Nelson noted that the town is going to need to pay if there is an issue, one way or another. It is better to have it part of the competitive bid process. It is a case of due diligence to avoid an inflated change order. We do not want the foundation of the building cracking. Councilman Stull re-stated his motion to approve up to \$4,000.00 for soil testing at the site, Banach seconded and the motion was passed.

### **COMMITTEE REPORTS**

Police Department- Kevin Shue, Chief: Two months of written reports were submitted. Councilman Stull advised Chief Shue that there was a situation at 4<sup>th</sup> and MacFarlane where a trailer was being used as a residence. He noted that ordinance **9.12.030** says that you cannot do that. Chief Shue noted that it has been monitored and that there is someone residing in it. He has plans to take care of it. Mayor Salisbury noted that the trailer could be used as an office, but that the ordinance is straight forward, it cannot be lived in.

Planning Commission: Minutes of the previous meeting were presented.

Department of Public Works: A written report was submitted. the council asked Maintenance/Operator Jump how he liked his job. He noted that he loves it. Greg commended both operators for doing a great job this winter.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey advised the council that she had been utilizing parks employee Rebecca Acord in the office since February 1<sup>st</sup>. She noted that employee guidelines allow for promotion from within of qualified personnel. She advised the council that Ms. Acord was well qualified and asked them for permission to utilize her in the office for up to 24 hours a week, fitting within the existing budget. She noted that as a parks employee Ms. Acord had made \$14.00 an hour and she would like to see that increased to \$16.00 an hour if the council would allow her to utilize her as an additional deputy clerk. Stull moved to approve the use of Ms. Acord as an additional deputy clerk at the rate of \$16.00 an hour, Banach seconded and the motion was passed.

Clerk/Treasurer Harvey also advised the council that the current budget was written so that ¼ of the police salary would come out of the Impact Fund. She provided the council with a summary of the expense in their council packet. She noted the amount for the salary for the first quarter of the fiscal year was \$20,090.75. She asked the council for permission to transfer that amount from the Impact Fund and to transfer \$5,670.08 from the 2009 Specific Purpose Tax reserve to cover project match. Banach moved to approve the transfers as requested, Stull seconded and the motion was passed.

#### **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

#### **NEW BUSINESS**

PUBLIC HEARING-Retail Liquor License- White Dog Liquors, LLC: At 7:32 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on the transfer of a Retail Liquor License from Sierra Madre Land Investments to White Dog Liquors, LLC. Hearing no comment, the hearing was closed. Stull moved to approve the transfer of the retail license, Banach seconded and the motion was passed.

PUBLIC HEARING- Bar & Grill License-SMLI Divide, LLC dba the Divide: At 7:34 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on an application from SMLI Divide, LLC dba the Divide for a Bar & Grill liquor license. Hearing no comment, the hearing was closed. Stull moved to approve the application for the Bar & Grill liquor license, Banach seconded and the motion was passed.

Memo from Jeff Streeter-Watershed Monitoring Plan- Discussion on Funding: It was noted that Mr. Streeter is very knowledgeable on the both monitoring and grant writing. The council agreed that it would be good to have help. Clerk/Treasurer Harvey noted that perhaps a meeting could be set with him in early March and come back to the council with a plan. Banach moved to accept the offer of help from Jeff Streeter, Stull seconded and the motion was passed.

BDO- FY20/21 Draft Audit Review: Clerk/Treasurer Harvey advised that they still have not provided their draft as they had committed.

ERVFD Fund- Purchase Prizes and Candy for Easter Egg Hunt- Up to \$600.00: Clerk/Treasurer Harvey noted that this is an expense the fire department has covered for the kids in the past. The fire department will make the purchase, then seek reimbursement. Stull moved to approve the expense, Banach seconded and the motion was passed.

Sewer Department- Purchase of Aerator Motor-Estimate- Grainger \$937.10: It was noted that hopefully the project will stop this frequent cost. Stull moved to approve the purchase at the estimated cost of \$937.10, Banach seconded and the motion was passed.

Purchase of Four 55 Gallon Heavy Duty Dome Lid Trash Cans- \$1,198.82: Clerk/Treasurer Harvey noted that the town has a number of these cans already and that they work very well. Banach moved to approve the purchase of the trash cans at an estimated cost of \$1,198.82, Stull seconded and the motion was passed.

Sprinkler Warehouse- Estimate- Irrigation Supplies- \$1,264.55: Banach moved to approve the purchase of irrigation supplies in preparation for spring, Stull seconded and the motion was passed.

Repair of the Curtain at the Opera House: It was noted that there was no support in the header of the curtain on the stage at the opera house and that it had been repaired before. Maintenance/Operator Acord asked if the council wanted to seek a contractor to do it right or if they wanted the town to try and make the repair. Mayor Salisbury noted that the curtain is heavy and that it should be done for safety reasons. Councilman Banach noted that he had looked at it and that by adding strapping to catch framing it should be repairable. The council asked the town crew to try and make the repair and to let them know if it required anything out of the ordinary.

Carbon County Fair Book Ad-\$65.00: Clerk/Treasurer Harvey noted that the town usually places the add in support of the participating youth in the area. Stull moved to approve the advertisement at a cost of \$65.00, Banach seconded and the motion was passed.

Update of Bathrooms at the Park-Discussion: Mayor Salisbury suggested postponing to topic until councilwoman Fagan is present as it is her idea.

Maintenance/Operator Position: Mayor Salisbury noted that the sad loss of employee Ben Freytag hurt everyone. He noted that we lost a great member of the team. He noted that it is hard, but that we need to begin looking for another Maintenance/Operator. Stull moved to place ads for the Maintenance/Operator Position, Banach seconded and the motion was passed.

**CORRESPONDENCE:**

WAM, CCVC, CCSPTJPB, UPRSWDD info & newsletters  
WY Arts Council Governors Arts Awards  
Wyoming State Engineers Office- Snow Pack  
Platte Valley Aquatic Center- Via Email  
Department of Revenue- Letter of Compliance  
US Census- Via Email

With no further business, Banach moved to adjourn at 7:42 p.m., Stull seconded and the motion was passed.

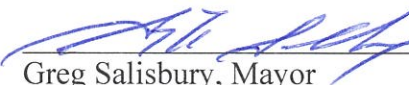
Doreen Harvey, CMC

Clerk/Treasurer

Approved: March 10, 2022

Attest:

  
Doreen Harvey, CMC, Clerk/Treasurer

  
Greg Salisbury, Mayor