

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday March 10, 2022 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Stas Banach, Shannon Fagan-Craig and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief, Bill Acord, Maintenance/Operator and Becky Acord, Deputy Clerk. Also present were Josh Saier and Crystal Gillen representing the Sierra Madre Muzzle Loaders; Stayton Mosbey and Penny Layman, representing SCWEMS; Rachel Swanson representing the Platte Valley Little League and Robin O'Leary and Gail Lee, from Encampment K-12 School and Jon Nelson from North Fork Engineering.

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 February 10, 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. She noted that at 66.67% of the budget year revenues were at an estimated 45.10% and expenses were at 22.94% largely due to lagoon project delays. Banach moved to approve the February 2022 financial statement, the February 2022 payroll and contracted liabilities in the amount of \$22,186.51 and the regular monthly bills in the amount of \$32,900.57, Stull seconded and the motion was passed.

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|--|---|---------------------------------|
| Blue-Cross/Blue-Shield \$4,721.19      | Riverside Garage \$118.52               | TOTAL \$32,900.57               |
| Bridger Fabrication \$30.06            | Rocky Mountain Air \$128.80             |                                 |
| Carbon Power & Light \$4,291.18        | Safeguard Business Sys. \$313.91        | PAYROLL TAXES AND LIABILITIES   |
| Communication Technologies \$69.26     | Saratoga Auto Parts \$394.28            | AFLAC \$76.72                   |
| Corkle Oil, LLC \$1,826.00             | Saratoga Sun \$248.50                   | Dearborn Int'l \$0.00           |
| Galls, LLC \$157.60                    | Saratoga Platte Valley Chamber \$250.00 | Workers Compensation \$393.83   |
| Grainger, Inc \$937.10                 | Shively Hardware Co. \$70.74            | WY Retirement System \$2,566.41 |
| McMaster-Carr \$161.59                 | Thatcher Company \$1,941.81             | WY Retirement- VFD \$318.75     |
| Municipal Treatment Equipment \$386.11 | Uline \$1,200.68                        | Unemployment Ins. \$80.05       |
| North Fork Engineering \$1,778.40      | Union Wireless \$595.10                 | US Treasury \$1,833.72          |
| North Park Propane \$2,786.60          | UPRSWDD \$8,115.00                      | US Treasury \$1,591.52          |
| One-Call of Wyoming \$5.25             | Visa \$2,094.33                         | Net Payroll \$15,325.51         |
| Quill Corp \$150.18                    | Xerox Financial Services \$93.65        | TOTAL \$22,186.51               |
|  | Xesi Document Solutions \$34.53         |                                 |

**PUBLIC GUESTS**

Sierra Madre Muzzle Loaders- Josh Saier and Crystal Gillen: Mr. Saier introduced himself as the president of the Sierra Madre Muzzle Loaders and advise the council that he and Ms. Gillen were present to ask for the continued support for Rendezvous from the town in the form of \$500.00, porta-potties and use of the grounds behind the museum, as in the past. Rendezvous will be held July 22,23 & 24th and the Marion Baker Memorial Black Powder Shoot will be held June 4th. Mayor Salisbury asked about attendance to last year's event. Mr. Saier reported that they were only down a few spectators. He noted that there would not be food again this year, having more to do with staffing

than anything. If members are busy handling food, they cannot participate. He noted that perhaps that will change in the future. He noted that it is a great event and that he has not heard anything negative about it. The mayor and council agreed that the event is great for the community. Stull moved to approve the support of the Sierra Madre Muzzle Loaders Mountain Man Rendezvous in the amount of \$500.00 plus porta-potties and the use of the grounds behind the museum, Fagan-Craig seconded and the motion was passed. The council thanked Mr. Saier and Ms. Gillen for taking the time to attend the meeting.

Platte valley Little League- Rachel Swanson: Ms. Swanson introduced herself as the Vice President of the Platte Valley Little League. She thanked the council for their past support and noted that they were entering into their fourth season. This season they plan to expand the age to 13 years old for a major division. There are about 100 participants valley wide. She noted that she was not asking for a monetary contribution, but asking about maintenance. She noted that the field would need to be a standard league size. She noted that she did not have exact measurements but that the field would need to be 5-10' larger. She noted that she had met will town employee Bill Acord and that if the town cannot do it, she may be able to get volunteers to help. She also noted that the dugout fills up with water, for which Maintenance/Operator Acord suggested he may be able to install a drain. They would also like to add more power outlets and to make a score keeper booth and concessions. She also noted that they have a score board that will need to be installed. It may not be possible until next year. A trench would be needed to run the electrical lines to the outfield. Councilman Stull asked if she had considered asking Carbon Power and Light to do the wiring if we dig the trench. Any volunteers of the project will need to be under the towns supervision. Greg noted the possibility of running the trench along the shed, it will need to be looked at. The council thanked her for attending noting that they were glad to see the use picking up.

Robin O'Leary & Gail Lee: Mrs. O'Leary advised that she and Mrs. Lee from the Encampment K-12 school were present to as a liaison to the Rawlins Department of Vocational Rehabilitation. The program is intended to provide youth with their first work experience. They are presenting to local business to see if any businesses are interested in participating in the program. The program pays the wages of the student. Some students have never been employed before, so they may require more supervision than others. Mrs. Lee noted that the program manager would be Julie Barto out of Rawlins. They have a student that they believe would be able to possibly work in the parks department mowing. She advised that if the town is interested in participating in the program they can contact either one of them and the will put Ms. Barto in touch with us. They are looking to place a student for up to 90 days. The person supervising would assist the employee with the time sheet and sign it. They noted that the program is not affiliated with the school and they are just acting as liaison. The council agreed that it sounds like a good program. Mayor Salisbury advised them that the Town would let them know if they decided to participate. The council thanked them for coming.

SCWEMS- Stayton Mosbey and Penny Layman: Mr. Stayton, Director of SCWEMS advised the council that they planned to hold a Hear Saver 1st Aid/CPR Class on April 9th from 9:00a.m. to 1:00 p.m. at the Opera House. Any town personnel wanting to participate would be given the class at \$20.00 cost. Otherwise, the cost would be \$30.00. He advised that anyone interest could give him a call or send him an email. The council thanked him for the update.

### **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Project: Mr. Nelson noted that he had spoken with Mayor Salisbury and has completed redoing the site plan including the exhibit that shows the area that needs to be cleared. He noted that the information on the electrical controllers from Browns Hill should be in this week. He will put the information together and schedule a review with Bill Craig and Bill Acord to discuss the controls. Once it is reviewed and any comments go back to the designer for final steps. He noted that the geotechnical sampling has been completed and that he is awaiting the report. Once the report is back the structural design will be completed. Mr. Nelson noted that it was his goal to get the permit application to DEQ by month-end and go out to bid in April. He also noted that the State Land Investment Board needs to be heavily involved in the process, plans and specifications. We have to satisfy the terms of the loan and should realize 75% principal forgiveness in the end. Mr. Nelson noted that there would also need to be another round of sludge samples at the end of April. Maintenance/Operator Acord noted that discharge from the lagoon would not begin until July. There will be a need to coordinate more than normal discharge. He noted that there would need to be an 80% design conference possible next week. If more than two council want to be a part of the final review process a special meeting would be needed, if not he would leave a set of plans for anyone else wishing to review them.

Mayor Salisbury noted that he had spoken with the mill site tenant Tom James advising that the town would need to have some additional room with the change in layout. Mr. James indicated he had no concerns. Mayor Salisbury also noted that he contacted a local logger about a piece of equipment to possible push some of the sawdust and junk wood out of the way. Mr. Nelson noted that it would need to be down to a smooth area if the surface is at a good depth. There will be a grading specification in the design documents, but it might be subject to change.

BDO FY 20/21 Draft Audit Review: Clerk/Treasurer Harvey noted that she had sent the draft audit to the council earlier in the week. She advised that she had reviewed the document and asked the auditor to change a few of the funding classifications and discussed the grouping with her. Harvey asked the council if they had any questions or concerns to be addressed, noting that she was satisfied with the final document. She noted that the findings were those that generally happen in small towns with limited personnel. Fagan-Craig moved to accept the audit documents and allow Mayor Salisbury to sign the required certifications, Stull seconded and the motion was passed.

Watershed Monitoring Discussion: Mayor Salisbury noted that he, Jeff Streeter, Michelle Christopher from WARWS, Joe Parsons from SERCD and Maintenance/Operator Bill Acord and the clerk had met and discussed monitoring in the watershed. He noted that Mr. Parsons may have a flow meter. He also noted that at his suggestion some monitoring would be done at the culverts and at the towns intake. Other areas and items to monitor will be considered. He noted that one of the main concerns would be E-coli testing. It is hard to distinguish between animal and human caused E-coli. There will also be some raw nitrate samples taken where the water comes into the water plant. We will develop a plan and start gathering some data. Councilman Banach stated that it sounds reasonable to him.

### **COMMITTEE REPORTS**

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

Planning Commission: Minutes of the previous meeting were presented.

Department of Public Works: A written report was submitted. Mayor Salisbury noted that they are all doing a great job and that they have even received a letter from a resident thanking them for a job well done.

Clerk/Treasurer- Doreen Harvey: A written report was submitted.

### **ADDITIONS TO THE AGENDA**

The additions to the agenda were handled under public guests.

### **NEW BUSINESS**

Title 9.08 Alcoholic Beverages- 1st Reading Amendment: Clerk/Treasurer Harvey noted that there were some changes in state statute that went into effect after the liquor licenses were renewed last year. She noted that the changes gave some of the powers back to the town to set the rules, such as setting the hours of operation. She noted that the existing licenses had the hours of operation from 6:00 a.m. to 2:00 a.m., so those hours would be become part of the ordinance unless the council sees a need to change them. She noted that there were other changes to match statute. The revision would be subject to three public readings and a public hearing before being adopted. Fagan-Craig moved to approve the 1st reading 9.08 Alcoholic Beverages as presented, Banach seconded and the motion was passed.

Tap Application- Block 109 Lots 19-24: A tap application and fees were received from Ted and Debra Benedict for Block 109 lots 19-24. Clerk/Treasurer Harvey advised that the planning commission had approved an application for a new home contingent on the approval of the taps. Maintenance/Operator Acord confirmed that the area can be served. Fagan-Craig moved to approve the tap application, Stull seconded and the motion was passed.

White Dog Liquors- Catering Permit Application: Clerk/Treasurer Harvey advised that an application and fee had been received for White Dog Liquor to provide catering services for a private event at the opera house on April 1st. Fagan-Craig moved to approve the application, Stull seconded and the motion was passed.

Power Service Estimate- Water Plant Filters, etc.- Estimate \$1,151.56 Plus Freight: Maintenance/Operator Acord advised that the supplies were for the compressors. Stull moved to approve the purchase at the estimated \$1,151.56 plus freight, Fagan-Craig seconded and the motion was passed. Mayor Salisbury encouraged public works to continue to work on getting extra parts and to plan ahead for long lead times.

Napa Filter Sale- Estimate \$2,910.44 less 20% Discount: A detailed filter list was presented to council. Maintenance/Operator Acord confirmed for councilman Stull that the Case filters listed on the next agenda item, were specific to the equipment and could not be purchased through Napa for the discount. Fagan-Craig moved to approve the filter purchase as presented, Stull seconded and the motion was passed.

Shively Hardware- Filters for Backhoe and Skid Steer- Estimate- \$1,243.00: Fagan-Craig moved to approve the purchase of the filters at the estimated amount of \$1,243.00, Banach seconded and the motion was passed.

Update of the Bathrooms at Park- Discussion: Councilwoman Fagan-Craig advised that she was waiting on some estimates to make the bathrooms at the main park more user friendly. Her thought was to make it more of a family style restroom with a changing table with one stall. To work on the interior looks and perhaps the exterior appearance depending on cost. Clerk/Treasurer Harvey advised that the change would make it more ADA accessible.

ARPA Funding- Decision on Use- \$36,942.36: Clerk/Treasurer Harvey advised that it was time to decide what the ARPA funding would be used for as the first report on the funding is due in April. She noted that freeing up the 2009 Specific Purpose Tax for other water or sewer uses. Mr. Nelson interjected that SLIB would be able to re-appropriate it to the scada system. He also noted that there may be other funding opportunities that meet the same criteria. Fagan-Craig moved to allocate the ARPA Funding to the sewer lagoon project as match going forward, Stull seconded and the motion was passed.

Executive Session- Personnel: At 7:42. p.m. Stull moved to enter into executive session for the purpose of discussing personnel, Banach seconded and the motion was passed. Those in attendance were Greg Salisbury, Mayor; Shannon Fagan-Craig, Stas Banach and Gary Stull, Council. At 7:52 p.m. Maintenance/Operator Bill Acord was asked to join the session. Acord exited the session at 8:04 p.m. At 8:08 p.m. Banach moved to return to regular session and seal the minutes and place them in the safe, Stull seconded and the motion was passed. There was no action taken as a result of the executive session.

**CORRESPONDENCE:**

**WAM, CCVC, CCEDC, CCSPTJPB, UPRSWDD info & newsletters via email**

**Wyoming Community Foundation**

**WAM Summer Conference- Info Via email**

**Platte Valley Arts Council- Thank you**

**SPVCC- Annual Meeting Invitation**

**Carbon County Treasurer**

**Engineer Associates- Public Notice- Rawlins Landfill Renewal Application**

With no further business, Stull moved to adjourn at 8:11 p.m., Banach seconded and the motion was passed.

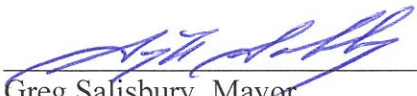
Doreen Harvey, CMC

Clerk/Treasurer

Approved: April 14, 2022

Attest:

  
Doreen Harvey, CMC, Clerk/Treasurer

  
Greg Salisbury, Mayor