

Town of Encampment
Regular Meeting
April 14, 2022
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 14, 2022 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Shannon Fagan-Craig and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord and Jacob Jump, Maintenance/Operators and Becky Acord, Deputy Clerk. Public Guests were Dawnette Spaulding and Loretta Hanson with Carbon County; Josh Craig, Jacob Munson and Wyatt Craig with Mother Mountain Anglers and Dan Jago with Sierra Madre Water & Sewer Joint Powers Board. Also present were Archie Roybal, Carbon County Sheriff; John Farr, CCVC Representative; LeAnn Stephenson, 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, Fagan-Craig seconded and the motion was passed.

MINUTES

Fagan-Craig moved to approve the minutes of the March 10, 2022 regular meeting as distributed, Stull seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised at 75% of budget revenues were at about 49.25% and expenses were at 25.5% due to project delays. She noted that there had been an error in her absence where \$22.00 of petty cash had inadvertently been deposited and that there was a check in the warrant register to correct the issue. She also advised that the unemployment rate had dropped to zero in January and that she needed to adjust the payroll liabilities. Fagan-Craig moved to approve the March 2022 financial statement, the March 2022 payroll and contracted liabilities in the amount of \$22,839.83, unemployment liability journal credit in the amount of \$244.08, late monthly bills in the amount of \$3,113.09 and the regular monthly bills in the amount of \$49,713.62, Stull seconded and the motion was passed.

4 Rivers Equipment \$101.89
Blue-Cross/Blue-Shield \$4,721.19
Carbon Power & Light \$4,056.81
Corkle Oil, LLC \$1,282.54
Cummins Sales & Service \$394.45
Encampment Petty Cash \$91.63
HACH \$174.72
Herring, Jeff P. \$381.00
Karl's Auto Repair- \$355.00
LGLP \$2,392.00
North Fork Engineering \$13,391.75
North Park Propane \$3,649.46
Olde Trading Post \$2.25
One-Call of Wyoming \$11.25
Perue Printing \$97.80
Power Service, Inc \$1,179.22
Quill Corp \$127.11
Riverside Garage & Cabins \$12.97
Rocky Mountain Air \$117.40

Rocky Mountain Fire Sys. \$508.96
S.C.W.E.M.S. \$3,375.00
Saratoga Auto Parts \$19.67
Saratoga Fire Dept. \$108.04
Saratoga Sun \$83.25
Shively Hardware Co. \$832.29
Shue, Kevin \$91.10
Union Wireless \$589.64
UPRSWDD \$10,528.25
US Postal Service \$232.00
Visa \$676.98
Xerox Financial Svc. \$93.65
Xesi Document Sol. \$34.35
TOTAL \$49713.62

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Dearborn Int'l \$26.40
Workers Compensation \$430.74

WY Retirement System \$2,834.52
WY Retirement- VFD \$318.75
Unemployment Ins. \$89.44
US Treasury \$1,849.20
US Treasury \$2,099.70
Net Payroll \$15,114.36
TOTAL \$22,839.83

Late Monthly Bills
CNA Surety \$100.00
Corkle Oil \$685.60
Hach \$43.00
McMaster Carr \$25.50
Katrina Nuhn \$502.99
EZ Lift \$1,728.00
RNB \$28.00
TOTAL \$3,113.09

PUBLIC GUESTS

Dawnette Spaulding/Loretta Hanson, CCSO- National Crime Victims Rights Week: Ms. Hanson introduced herself and her assistant and advised the council that they were present to bring attention and awareness to victims of all crimes. She advised that their presence ranged from being on scene, through the court process and beyond. She described some of the resources available and processes that they go through. She noted that Chief Shue uses them a lot. They are available for fire, medical, search and rescue, death and survivor situations and sexual offender compliance programs. She noted that they work for the Sheriff's Office, but they serve fourteen agencies in Carbon County. Since October 2018, 631 new crime victims have been served in addition to those folks already being served. She asked the council to consider signing a proclamation supporting the week of April 24th as National Crime Victims Rights Week. Fagan Craig moved to make the designation, Stull seconded and the motion was passed with Mayor Salisbury signing the proclamation.

Mother Mountain Anglers- Tale of Two Cities: Jacob Munson introduced himself as Vice President of Mother Mountain Anglers. He noted that the Tale of Two Cities Disc Golf Tournament will be June 11, 2022. He advised that he was present to ask for the use of the park, the stage for the music that they have planned for the event and asked the Town if they would like to purchase a sponsorship flag for \$100.00. Mayor Salisbury asked about turn out. Mr. Munson noted that there were 70 people last year and that every year seems to get bigger. Mayor Salisbury thanked them and noted that it was a good event. Craig moved to approve the request and the purchase of the flag for \$100.00, Stull seconded and the motion was passed with Fagan-Craig abstaining. Club President Josh Craig thanked the council for all of their support through the years and noted that they were happy to continue to do the event for the community.

Sierra Madre Water & Sewer Joint Powers Board- Dan Jago: Mr. Jago was present to advise the council that the board has a main project this summer that includes the rehabilitation of their holding tank on the hill. It has a couple of leaks and will need to be completely drained. They would like to activate the emergency water system. Councilman Craig advised that he talk to Maintenance/Operator Acord about the process. Mr. Jago noted that their bid opening is May 8th and that the project should be in July, August or September. He noted that the board uses about 2.8 million gallons in a month and that they could put restrictions on if necessary. He noted that they are hoping to get it done in a two-week period. Mayor Salisbury asked that the board let us know way ahead of time, noting that he did not want to go past September due to cold weather. Current snow pack levels and possible drought were mentioned. Councilman Craig advised that August would be ideal because the ranchers have stopped irrigating. Craig moved to approve the use of the emergency water connection to serve water to the Sierra Madre Water & Sewer Joint Powers Board under the direction of Operator Bill Acord and the council if we need to limit use, Stull seconded and the motion was passed.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Mr. Nelson advised that he should have documents done next week and that he should be ready to submit to DEQ for review. He noted that he has worked through the process with Rebecca Webb from the Office of State Lands and Investments, Stan Miller for SRF Review as well as Dennis Lewis, District Engineer. Once reviewed and the checklist items are met, we can go out to bid. He is also waiting for finalization on cost estimates, He hopes to have the packet in front of the council by the May meeting, with the approval from DEQ and be ready to go

out to advertise at that time. He noted that one action item would be permission to contact Carbon Power and Light about Running the new service drop and transformer at an estimated cost of \$7,560.00. Craig moved to approve the estimate of \$7,560.00 for the installation of a new electrical service, Fagan-Craig seconded and the motion was passed.

In other matters, preferences for the placement of road base were also discussed. The area noted was from lagoon down the access road, but not back to Fourth Street. Mayor Salisbury noted that we can work on that. It was noted just in the first section, immediate parking and turn around area. Mr. Nelson noted that he would like to see it in a 100' radius. He also noted next that a cell #1 would be in a base bid and a cell #2 as an alternate bid.

Engineer Nelson also commented on the request from SMWSJPB noting that their well field will still be operational in the event of a catastrophic emergency. They can still manually run the well field if they have plenty of notice.

Clerk/Treasurer Harvey noted that she needed to transfer \$8,972.47 from the 2009 Specific Purpose Tax for project match. Fagan-Craig moved to approve the transfer, Stull seconded and the motion was passed.

Ratify Use of Brian Anderson/Platte Valley Forest Management for Woodpile Cleanup: Initial permission was sought for Mr. Anderson to have 4 hours at \$150.00. It was noted that the far west portion of the logs would likely be more than estimated to give the 100' radius needed. Craig moved to ratify the decision to use Brain Anderson to move the pile and authorize up to \$1,200.00 in labor for the movement of the log pile away from the sewer project area, Stull seconded and the motion was passed.

Watershed Monitoring Discussion: Mayor Salisbury reiterated the intent to do some monitoring ahead of the raw water intake and to monitor at the plant to start documentation. Councilman Craig noted that they and monitored above the crossing of the North Fork above the road, then below Willow Creek. Early data may be in an old report. Mayor Salisbury noted that we need to know what kind of equipment we need.

COMMITTEE REPORTS

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

Department of Public Works: Maintenance/Operator addressed the council about ongoing maintenance issues with the motor grader. He had provided them with a written report and photos showing metal shavings in the oil, noting that Councilman Craig was familiar with the issues with the piece of equipment. Craig noted that the town has had the piece of equipment for twenty years and that it was older than it was represented to the Town when we purchased it used. Maintenance/Operator Acord noted that rather than fix it he would like to ask about the possibility of replacement. It was noted that it is not likely worth putting the money into it as it would be more than \$20,000 to have the transmission replaced and that was not the only issue. The council advised Mr. Acord to get together specifications and go out to bid, then get back to council with the results. Mayor Salisbury noted that he might also look into state and federal equipment surplus.

In other matters Acord noted that everything was going okay. They are getting busier. Mayor Salisbury advised that one of them needed to try testing for their licenses, that he knows it's hard to get time, but they need to make time.

Planning Commission: Minutes of their last meeting were presented.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey noted that she has sent information to a number of prospective auditors and that she had only had a few responses so far. She noted that it was likely to cost significantly more if the town changes auditors. Estimated from \$20,000.00 to \$24,000.00 have be given preliminarily. With Deadlines out as far as January and February 2023. Deadline was part of the issue with BDO. She will have more information next month.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Title 9.08 Alcoholic Beverages- 2nd Reading Amendment/ Set Public Hearing: Clerk/Treasurer Harvey noted that there had been no changes since the 1st reading. She asked if the council would like the attorney to review the document. The council noted that they did not see a need for an attorney review as the changes were simple and taken from statute. Stull moved to approve the 2nd reading of Ordinance 9.08 Alcoholic Beverages as amended and set the public hearing during the May 12th Council meeting, Craig seconded and the motion was passed.

Tap Application-814 Barnett Avenue- Sewer Tap: Clerk/Treasurer Harvey advised that the property already has a water tap and that they are planning to build a new home. The Planning Commission has approved their application contingent on the approval of the sewer tap. It is available to the property. Craig moved to approve the sewer tap, Fagan-Craig seconded and the motion was passed.

WY Children's trust Fund- Proclamation- Child Abuse Awareness and Prevention month: Fagan-Craig moved to proclaim April as Child Abuse Awareness and Prevention Month and to allow Mayor Salisbury to sign the proclamation, Stull seconded and the motion was passed.

16th Annual Music in the Park- Band Selection- "Pert Near Sandstone"- \$3,000.00: Councilwoman Fagan-Craig noted that she had sent an email out with a link to music on the band. Craig noted that he listened to it and agreed that they were a good Bluegrass band. Craig moved to hire "Pert Near Sandstone" for the Music in the Park event at a cost of \$3,000.00, Stull seconded and the motion was passed. Fagan-Craig was thanked for all of her legwork on the event.

Carbon County Visitors Council-Request for Input on At-Large Nomination: Encampment CCVC representative John Farr and Hanna CCVC representative Mike Armstrong were in the audience. Mr. Armstrong noted that the seat had been vacant for 15 years. The candidate that is interested in the seat is a person that impressed the board. He is new to the area and is willing to learn. He seems to be someone that could be a member into the future. His name is Alex Grubenhagen. Mr. Farr noted that a full board is needed. Mr. Armstrong advised that it is not easy to get people to serve and that if one community says "no" to the appointment then the whole thing falls through. Stull moved to approve

the appointment of Alex Grubenhagen to the at-large seat for the Carbon County Visitors Council, Fagan-Craig seconded and the motion was passed.

McMaster-Carr- Estimate for Utility Cabinets \$1,026.16 plus Freight: It was noted that the cabinets would be for storage of parts and oil at the water plant. Craig moved to approve the purchase of the cabinets at the estimate cost of \$1,026.16 plus freight, Stull seconded and the motion was passed.

Purchase of Gravel, Road Base etc.- Plattoga Aggregates- Estimate \$9,200.00: Fagan-Craig moved to approve the purchase of the gravel and road base at the estimate cost. Comments were made from the audience questioning the quality of the road base. Acord noted that we had used the vendor in the past. The motion died for a lack of second and Maintenance/Operator Acord was instructed to have a quality discussion with the vendor and to also consider checking with the Corkle in Walden for another cost estimate. The matter will be back on the agenda next month.

Big Bale Company- Purchase of Various Tires-Estimate- \$3,020.00 Plus Mounting: Maintenance/Operator Acord noted that it is four tires for the backhoe. Stull moved to approve the purchase of the 4 tires plus mounting, if necessary, at the estimated cost of \$3,020.00, Fagan-Craig seconded and the motion was passed.

Advertise for Seasonal Help- Parks Department: Fagan-Craig moved to advertise for seasonal help for the parks department, Stull seconded and the motion was passed.

Chief Shue- WASCOP Conference April 25th - 28th - Tuition Lodging and Expenses: Chief Shue noted that it was the annual training for the Wyoming Association of Sheriff's and Chief's of Police. Craig moved to approve Chief Shue's attendance to the event and cover his lodging and expenses, Fagan-Craig seconded and the motion was passed.

Purchase of Encampment Senior Banners: Fagan-Craig noted that there are nine seniors this year. The cost estimate for the banners is \$1,119.06 plus freight. Stull moved to approve the purchase of the banners as estimated, Craig seconded and the motion was passed.

Organizational Service Contracts Per Current Budget: Clerk/Treasurer Harvey noted that the contracts were some of those remaining in the current budget year. FCCLA Pro-Start \$500.00; Grand Encampment Cowboy Gathering \$500.00; Sierra Madre Muzzleloaders Mtn. Man Rendezvous \$500.00; Encampment Riverside Lions Club for Woodchoppers Jamboree and Rodeo \$500.00; and Sagebrush Senior Center \$1,250.00. Craig moved to issue the service contracts to the organizations as budgeted, Fagan-Craig seconded and the motion was passed.

Update of Bathrooms at Park: Fagan-Craig noted that she did not have anything yet. The bathrooms have been looking at and that they are looking at different costs to get an average cost of updating them.

Wyoming Department of Audit Follow-up Letter: Discussion ensued about the things that the Town is being asked to adopt or address, with the council commenting that it seemed that the Department of Audit wants small towns to do things to keep up with what cities do. Concerns were expressed as to why Encampment was the focus when there were other entities and more obvious places that appear to be having major issues. Comment was made that WAM should consider going to bat for small

towns with the Department of Audit. Clerk/Treasurer Harvey noted that she understands everything what is being asked for as far as policies, but that it takes time to do it correctly. The last few years have been very short-staffed. She noted that she will do the best she can, but that they would likely ask her for a deadline and she does not know what to say. It might be a year. The council noted that it might even need to be longer than that, perhaps five years. Discussion ensued about the financial burden that audit is on every small town. An audience member noted that they had contacted them for issues with another council and board and were told that they were too busy to help with a risk assessment. There was no response to what was termed as a dire need for help. It was noted that Encampment was a fiscally well-run town due to the clerk/treasurer. The council advised the clerk that they would stand behind her. She reiterated that she will do the best she can.

CORRESPONDENCE:

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

WAM-JPIC Board Ballot-Craig moved to have the clerk cast of vote for Penny Robbins from Mountain View, Richard Reyes from Lingle and Cindy Baker from the City of Cody, Fagan-Craig seconded and the motion was passed.

BDO Audit Wrap Up- Via Email

WARWS- Notice of Annual Business Meeting

CCCOG- Fire District Information- via email

State Engineers Office- Administration of Water Rights

With no further business, Fagan-Craig moved to adjourn at 8:00 p.m., Stull seconded and the motion was passed.

Doreen Harvey, CMC

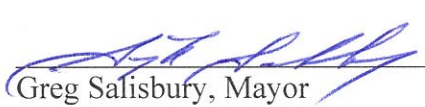
Clerk/Treasurer

Approved: May 12, 2022

Attest:



Doreen Harvey, CMC, Clerk/Treasurer



Greg Salisbury, Mayor