

Town of Encampment
Regular Meeting
May 12, 2022
7:30 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 12, 2022 at 7:30 p.m. with senior councilman Gary Stull presiding. Meeting delay was due to a lack of quorum. Council members present were Stas Banach and Shannon Fagan-Craig. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord Maintenance/Operator and Becky Acord, Deputy Clerk. Also present was Planning Commission Chairman Steve Reichert. Public Guest was Stacy Crimmins, Director, Platte Valley Arts Council. Audience members were Drew Stone of Wyoming Machinery Company and Jon Nelson of North Fork Engineering.

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

AGENDA

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

MINUTES

Fagan-Craig moved to approve the minutes of the April 14, 2022 regular meeting as distributed, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised the council that WYOSTAR interest had not posted yet. She noted that the ARPA funding in the amount of \$32,369.51 has been used as match for sewer lagoon project in the warrant register and that the State Land and Investment Board had disallowed a portion of a draw request causing an additional \$1,064.45 to be transferred out of the 2009 Specific Purpose Tax Reserve. She advised that budget revenues were at about 53.52% and expenses were at 29.04% due to project delays. Fagan-Craig moved to approve the April 2022 financial statement, the April 2022 payroll and contracted liabilities in the amount of \$20,232.96, late monthly bills in the amount of \$3,749.56 and the regular monthly bills in the amount of \$80,777.51, Banach seconded and the motion was passed.

4 Rivers Equipment \$736.14
Big Bale Company \$3,534.67
Blue-Cross/Blue-Shield \$4,721.19
Bridger Fabrication, LLC \$110.00
Carbon Power & Light \$3,700.45
Madison House, LLC \$1,500.00
McMaster-Carr \$96.70
North Fork Engineering \$48,312.70
North Park Propane, LLC \$2,963.52
Olde Trading Post, LLC \$29.90
One-Call of Wyoming \$12.75
Quill Corp \$482.42
Riverside Garage & Cabins \$241.16
Rocky Mountain Air Solutions \$136.00
Saratoga Auto Parts \$163.91

Saratoga Sun \$55.50
Shively Hardware Co. \$1,483.42
Union \$583.29
UPRSWDD \$8,032.00
US Postal Service \$1,008.00
Valley Fire Extinguisher \$638.65
Visa \$1,646.77
Xerox Financial Services, LLC \$93.65
Xesi Document Solutions \$73.68
ZEP Sales & Service \$421.04
TOTAL \$80,777.51

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$400.63

WY Retirement System \$2,648.33
WY Retirement- VFD \$318.75
US Treasury \$1,731.84
US Treasury \$1,788.60
Net Payroll \$13,268.09
TOTAL \$20,232.96

LATE MONTHLY BILLS
Ferguson Waterworks \$255.32
Sensus USA \$1,715.95
McMaster Carr \$1,688.35
McMaster Carr \$89.94
TOTAL \$3,749.56

PUBLIC GUESTS

Stacy Crimmins, Director- Platte Valley Arts Council: Ms. Crimmins was present to update the council on their public arts projects. She noted that there were six artists doing seven murals and sculptures in the valley. She noted that one of them would be a cartoon mural on the fence by the Harmony Park by artist Jerry Palen. Kids will fill it in. She noted that they know the fence is plastic and will be using a marine grade paint. She presented the council with an MOU for review outlining the obligations by both parties for the public art. She noted that there is \$140,000.00 in the total project with \$65,000.00 having been raised so far. She noted that they would also like to do a temporary mural on the end of the building outside of the Red Wagon. This would be done with 6” magnetic canvas shapes. The canvas will be sold for \$20.00 and they will plan to put them together on the end of the building on September 3rd. She is also working with the Grand Encampment Museum on a sculpture. The rest will be in Saratoga. The council thanked her for the update.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project-Updated Cost Estimates/Permission to advertise: Mr. Nelson presented the council with an information summary, projected budget options and set of plans for the Lagoon Project. He noted that the SLIB Board and SRF had given him permission to go ahead and advertise. He covered the preliminary schedule for the pre-bid meeting, bid review and the need for a possible special meeting June 30th so that contract bonds and insurance documents can be obtained by the July 11th meeting and the notice to proceed by August 11th. He asked the council where to advertise, stating that he had some online sources. Clerk/Treasurer Harvey noted the town has to advertise in the Saratoga Sun. Council asked if he had any idea how many contractors were likely to bid. Mr. Nelson noted that he thought there would be about six with one being from Wyoming. Most would likely be front range. He noted that Hydro Construction had helped with estimates. He noted that he had to refine the budget numbers and that he was still getting information for heat exchange and HVAC. With no further discussion Banach moved to go out to bid for the project, Fagan-Craig seconded and the motion was passed.

Mr. Nelson noted he would be meeting with Caron Power & Light next week and he has confirmed the transformer is already in stock. In other matters he noted that the budget for the project is coming in significantly more than originally though as it is more complex with the air exchange and the hazardous environment. He noted that everything is double what it was two years ago. He talked about moving portions of the project to alternate status. He discussed the original estimates which for lagoon improvements and dredging that were split to mechanical verses treatment. He noted that there is about a 25% increase in cost estimate. He has reached out to SLIB to discuss the issue not wanting to impact the principal forgiveness and to see if they had any additional funding. He is waiting for a return call. He noted that the project is designed for longevity. He advised that the real issue is going to come with phase 2 of the project. He noted that he would get more detail for the clerk for the budget. The numbers on bid-opening day will be the real justifier for the estimates being where they are.

PUBLIC HEARING-Title 9.08 Alcoholic Beverages- 3rd & Final Reading: At 8:00 p.m. Stull opened a public hearing for the purpose of taking public comment on the revision of *Title 9.08 Alcoholic Beverages*. Clerk/Treasurer Harvey advised that the strike-out text had been removed and the numbers adjusted. She noted that she had mailed copies of the ordinance to the license holders so that they were aware of the changes. Hearing not further comment, Stull closed the hearing.

Fagan-Craig moved to pass the 3rd and final reading of Title 9.08 Alcoholic Beverages as amended, Banach seconded and the motion was passed.

Purchase of Gravel, Road Base, etc. Plattoga Aggregates- Estimate \$9,200.00: the council asked Maintenance/Operator Acord if he was comfortable with accepting the bid from Plattoga Aggregates. He noted that he was. Banach moved to accept the bid in the amount of \$9,200.00, Fagan-Craig seconded and the motion was passed.

Seasonal Employees-Parks Department: Clerk/Treasurer noted that Shellie Martin and Kaben Pickett were interested in returning to work for the town. She noted that Kiersten Bartlett had been chosen as the third person. She noted it was customary to give those returning for an additional year a \$1.00 a hour raise. Fagan-Craig moved to rehire Shellie Martin at \$16.00 an hour; Kaben Pickett at \$13.00 an hour and Kiersten Bartlett at \$12.00 an hour, Banach seconded and the motion was passed.

FY2021/2022 Budget Ordinance Amendment- 2nd Reading: Clerk/Treasurer Harvey advised that the amendment has revenue and expenses in the totaling \$2,188,475.50. She advised the council that she would like to adjust the 3rd reading of the amendment down for the portion of the lagoon improvement project that has not been completed, noting that it was making the financial reports look out of whack. Fagan-Craig moved to approve the 2nd reading of the FY2021/2022 budget amendment as presented, Banach seconded and the motion was passed.

FY2022/2023 Budget Ordinance- 2nd Reading: Clerk/Treasurer Harvey reported estimated revenues and expenses in the amount of \$2,766,572.88. She noted that she had not received the estimated project expenses yet and that she was still awaiting a few other estimates. Fagan-Craig moved to accept the second reading of the FY2022/2023 budget ordinance as presented, Banach seconded and the motion was passed.

Bids for Motor Grader: Clerk/Treasurer Harvey advised that four bids had been received. #1 was from Century Equipment for a Case 885B with 566 hours on it for \$269,875.00; #2 from Honnen Equipment for a 2015 John Deere 772G with 6767 hours on it for \$152,400.00; #3 from Wyoming Machinery for a 2007 Caterpillar 140H with 6686 hours on it for \$102,513.66 and #4 from Wyoming Machinery for a 2022 140GC in the amount of \$292,965.91. Maintenance/Operator Acord presented the council with a spreadsheet breaking down the bids by qualification, listing machine history, pros and cons and showing a projection on annual maintenance costs. The council asked him his preferences. He noted that he was leaning toward either the John Deere or the older Caterpillar machine as the top two qualified bids. He noted that Drew Stone from Wyoming Machinery was in the audience to answer any questions the council might have. It was noted that an additional warranty was available on the 2007 Caterpillar for an additional \$2,400.00. Fagan-Craig noted that she was in favor of the Caterpillar as a more quality machine. . Acord noted that the machine was out of the Wyoming Rents fleet and that he was going to get the rest of the service records for review as well as information from the last set of oil samples. He also noted that he had some conversations with other operators in the area about the machines. The council gave Maintenance/Operator Acord permission to physically inspect the John Deere, and the Caterpillar 140H from Wyoming Machinery. Clerk/Treasurer Harvey noted that a special meeting could be held to award the bid if a decision is made on which piece of equipment to purchase.

COMMITTEE REPORTS

Police Department- Chief Shue: A written report was submitted. Chief Shue noted that it had been a busy and eventful month.

Department of Public Works: A written report was submitted.

Planning Commission: Minutes of the previous meeting were presented.

Cemetery: Councilman Stull advised that Koye Gilbert would be finishing the Old Encampment Cemetery Project this summer.

NEW BUSINESS

PUBLIC HEARING-Liquor License Renewals- D's Bar & Grill / White Dog Liquors & SMLI the Divide: At 8:12 p.m. Councilman Stull opened a public hearing for the purpose of taking public comment on the renewal of the liquor licenses. Hearing no comment, the hearing was closed. Fagan-Craig moved to renew the liquor licenses for D's Bar & Grill, White Dog Liquors and SMLI the Divide, Banach seconded and the motion was passed.

Set Mill Levy- 8 Mills: Clerk/Treasurer Harvey advised the council that the mill levy needed to be officially set by the council each year. Fagan-Craig moved to set the mill levy at 8 mills, Banach seconded and the motion was passed.

Planning Commission- 2 Seats Expire June 30, 2022-Advertise for Vacancy: Clerk/Treasurer Harvey advised that the council generally advertises for interest and that those already seated are welcome to submit their letter interest as well. Fagan-Craig moved to advertise for interest in serving on the Planning Commission, Banach seconded and the motion was passed.

Saratoga Dispatch Agreement- Review of Contract: An update of the dispatch agreement was presented to the council from the Town of Saratoga. Clerk/Treasurer Harvey asked the council if they would like to send the document to our attorney for review as we did not draft the document. Chief Shue advised that he had negotiated on some of the clauses in the document and that there had been no severability clause in it, which has been corrected. He noted the document has been reviewed by the county attorney. The council agreed that the document did not need to be reviewed again. Fagan-Craig moved to approve the Dispatch Agreement as presented, Banach seconded and the motion was passed.

Mosquito Abatement Oversight for Season- Katrina Nuhn- \$600.00: Clerk/Treasurer Harvey noted that Ms. Nuhn was willing to provide Mosquito Abatement oversight again this year for \$600.00. Harvey noted that this would be the last year that she can as her license expires at the end of the year. Someone will need to get certified. Fagan-Craig moved to approve the use of Katrina Nuhn for oversight to the Mosquito Abatement Program in the amount of \$600.00, Banach seconded and the motion was passed.

Joint Resolution- Carbon County Specific Purpose Tax Joint Powers Board- Funding of the Board: Clerk/Treasurer and CCSPTJPB Chair Harvey advised the council that the bond counsel had failed to provide for the funding of the board as requested during the bonding process. The funding is needed to cover audit and other costs. She noted that all entities, even those not bonding need to approve

the resolution to provide funding. Banach moved to approve the joint resolution with the Carbon County Specific Purpose Tax Joint Powers Board for the funding of the board, Fagan-Craig seconded and the motion was passed.

Police Department-Grill Guard Estimate \$997.99 / Stop Sticks Estimate- \$1,295.00: Chief Shue noted that recent experiences brought out the need for the items. Clerk/Treasurer Harvey noted that they would be an eligible expense for the Impact Funding. Fagan-Craig moved to allow the purchases at the estimated cost, plus freight from the Impact Funding, Banach seconded and the motion was passed.

Malt Beverage Permit- Encampment Riverside Lions Club- Woodchoppers Jamboree: Fagan-Craig moved to approve the application for the malt beverage permit as presented, Banach seconded and the motion was passed.

WAM-JPIC Blue Cross Blue Shield- Employee Health Insurance Renewal: Clerk/Treasurer Harvey noted that there was an increase due to a large claim the prior year, but that it fit within the budget. Fagan-Craig moved to approve the renewal of the WAM-JPIC employee health insurance plan at its current terms, Banach seconded and the motion was passed.

Meter Issue at Grand Encampment Business Park: Maintenance/Operator Acord advised that the meter at the kiln building was also tied to the scale house. Banach asked if Doggett Greenhouse used the meter or if they should have a role in sharing the cost. It was noted that they use it to water trees. Clerk/Treasurer Harvey advised that there had been freezing damage to the lines on the mill site years ago and that a quick fix had been to tie it into the other meter since the mill was vacant. That issue would be the towns, not Doggett Greenhouse. Fagan-Craig moved to allow Public Works to install to and an additional meter at the Grand Encampment Business Park, Banach seconded and the motion was passed.

E.S.R.I. GIS Software Support Renewal- \$1,795.00: Clerk/Treasurer Harvey advised that this was the annual support fee and that there had not been an increase over the past year. Fagan-Craig moved to approve the renewal of the software support, Banach seconded and the motion was passed.

Auditor- Review of Proposals/Selection: Clerk/Treasurer Harvey had advised that two quotes had been received and all information was forwarded to the council for review. Jones-Simkins out of Logan, Utah in the amount of \$11,995.00 and from the current auditor BDO for \$28,000.00 dropping from their initial estimate of \$30,000.00. Harvey noted that she has a call into BDO to discuss the change in their rate. She noted that she contacted the department of audit to see if the audit that the Towns current Auditor BDO provided met their specifications despite all of the delays and challenges. It did meet the specifications. Council was given a copy of that communication. Fagan-Craig noted that she thought it was important to continue with an auditor that is familiar with our town and how it operates. Fagan-Craig moved to accept the bid From BDO in the amount of \$28,000.00, Banach seconded and the motion was passed. Clerk/Treasurer Harvey advised that she would contact BDO again to see if she could get them to drop their cost some more.

UPRSWDD Contract Review: The council had been provided with copies of the existing and amended agreements. Clerk/Treasurer Harvey noted that the administration fee had gone to .60 cents and that it should be corrected. She noted that the town had had some growth. All revenue is returned

to the district. Fagan-Craig moved to approve the contract with the Upper Platte River Solid Waste Disposal District with the corrections, Banach seconded and the motion was passed. Clerk/Treasurer Harvey noted for the council that Councilwoman Fagan-Craig has been attending the landfill meetings and thanked her attending stating that it is important that we continue to stay informed about what is going on.

Inland Truck Parts- Replacement Spring- \$616.65 plus freight: Maintenance/Operator Acord noted that the spring is for the dump truck. He noted that he tried International, who had none and a vendor in Rock Springs who could make it, but that Inland Truck could get one out of Denver quicker. Banach confirmed the public works could install the part. Fagan-Craig moved to purchase the spring at the estimated cost of \$665.65 plus freight, Banach seconded and the motion was passed.

ADDITIONS TO THE AGENDA

Update of Bathrooms at Park: Prior to adjourning, Fagan-Craig reminded the council that they had missed the addition to the agenda. She advised that there was one estimate for \$5,800.00 from Green Mountain Customs and a verbal estimate of \$25,000.00 from Battle Mountain Builders, noting the vastly different prices. She noted that the purpose of the estimates was to get an idea of the cost. Her intent was to get estimates so that there was an idea of cost, then go out to bid in the future. Stull asked if she would consider putting together a bid spec and then council could consider going out to bid in June. The council agreed that would be the next step.

CORRESPONDENCE:


- WAM, CCVC, CCEDC, CCSPTJPB, UPRSWDD, SCWEMS, CCCOG, info & newsletters via email**
- Sinclair- Public Notice**
- State Engineers Office**
- Wyoming Department of Agriculture**
- CCSD#2- Stakeholders meeting**
- USDA Forest Service-MNRNT LaVA project-via email**

With no further business, Fagan-Craig moved to adjourn at 8:35 p.m., Banach seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 09, 2022

Attest:



Doreen Harvey, CMC, Clerk/Treasurer



Greg Salisbury, Mayor