

Town of Encampment  
Regular Meeting  
November 11, 2021  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday November 11, 2021 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Stas Banach, Bill Craig 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 Ros Herring. Audience members were Maggie Kelley, CJ Kline, Robert Herring, Jon Nelson from North Fork Engineering and Micky Jones of the Saratoga Sun.

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

### AGENDA

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

### MINUTES

Stull moved to approve the minutes of the October 14, 2021 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. Stull moved to approve the October 2021 financial statement, the October 2021 payroll and contracted liabilities in the amount of \$22,045.69 and the regular monthly bills in the amount of \$31,226.55, Banach seconded and the motion was passed.

AGL Drone Services \$1,185.00	Quill Corp \$127.13	TOTAL \$31,226.55
Big Bale Company \$238.04	Riverside Garage \$222.91	
Blue-Cross/Blue-Shield \$6,744.62	Rocky Mountain Air \$125.00	PAYROLL TAXES AND LIABILITIES
Carbon Power & Light \$3,462.41	S.C.W.E.M.S. \$3,375.00	AFLAC \$76.72
Corkle Oil, LLC \$1,793.30	Saratoga Auto Parts \$721.78	Workers Compensation \$463.91
Erickson and Roberts \$30.00	Shively Hardware Co. \$763.66	WY Retirement System \$3,108.42
Evergreen Disposal \$22.50	Union Wireless \$588.33	WY Retirement- VFD \$318.75
HACH \$217.35	UPRSWDD \$9,961.00	Unemployment Ins. \$33.95
North Fork Engineering \$445.50	US Postal Service \$164.00	US Treasury \$1,843.88
Office Depot \$245.70	Visa \$614.88	US Treasury \$1,860.50
Olde Trading Post \$42.94	Xerox Financial Svcs, \$93.65	Net Payroll \$14,339.56
One-Call of Wyoming \$7.50	Xesi Document Sol. \$34.35	TOTAL \$22,045.69

### PUBLIC GUESTS

There were no public guests.

### UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Mr. Nelson advised the council that structural design for the headworks is nearly complete. He hopes to have it no later than December 17<sup>th</sup>, but that he can hopefully push to have it by the December 9<sup>th</sup> meeting. Mechanical and HVAC for the building were discussed. Nelson noted that air exchangers will be needed for the space, with a minimum of 540-CFM. He expressed concerns that the amount of air flowing in the winter could create excessive expense for heat. He noted that a sensor and alarm system at the entry door with a manual control for personnel to active the air exchange with immediate negative pressure evacuation prior to entering

the facility is one option. Much of the mechanical design does not have code requirements. Council discussed risk versus cost and noted that their main concerns are operator safety, and asked that it be kept simple. Mr. Nelson noted that the design will be pragmatic with effort made not to over-design, and that he would get together with Bill Acord to discuss control options in the next week.

The need for material selection for a short retaining wall necessary to create an area for a vehicle to drive around the building was also discussed, due to the slope on one side of the facility. Whether or not salting would take place in the winter would determine what material could be used. Discussion ensued about various options with various ideas and concerns expressed.

Watershed Protection Committee Meeting/Clarification for Clerk on Funding of Activities: Mayor Salisbury advised that the initial meeting of the Watershed Protection Committee would be held Thursday November 18<sup>th</sup> at 7:00 p.m. Clerk/Treasurer Harvey noted that there had been some expenses for the watershed protection committee that were paid out of the 2009 Specific Purpose Tax because that is where the council was currently paying the engineer expenses from. She noted that she had not asked the council if they wanted to fund those items differently. She noted that they would be classified to the Water Department. Options for funding would be the Water Department reserve fund or the 2009 Specific Purpose Tax which was originally passed for water and sewer projects and their operations and maintenance. She reported that the expenses were \$7,973.80 to date. Stull moved to leave the Watershed Protection Expenses in the 2009 Specific Purpose Tax category and to authorize the clerk to transfer \$7,973.80 from the 2009 Specific Purpose Tax investment to cover the expenses to date, Craig seconded and the motion was passed.

Retail Space-Red Wagon, LLC- Lease Renewal at Current Terms: A letter from Ms. Sneddon, owner of the Red Wagon, LLC was distributed to the council updating them about store activities and asking to renew her lease. Craig moved to renew the annual lease for the retail space with the Red Wagon, LLC at the current rate of \$250.00 per month, Stull seconded and the motion was passed.

Water Tap Equipment Fees- Further Discussion: Clerk/Treasurer Harvey advised the council that the quote given to the council last month for the tap fees had a couple of items on it that were actually for the sewer department. She noted that if the council chose to, they could change the water equipment fee back to \$2,000.00. Discussion ensued about the lead time on the purchase of tap equipment and the fact that there are equipment purchases made six months ago that still have not been received, or billed. Costs are increasing. Craig noted that he wanted to make sure that there was enough in the tap fees to make sure that some was getting into the water fund reserve. The council agreed by consensus to leave the water tap equipment fee at \$2,300.00.

Water and Sewer Tap Application- Matt Wagys- Block 48 lots 13-24: Craig noted that he looked at the site and spoke with Maintenance/Operator Acord about the elevations. He thinks a tap is feasible as long as the sewer tap can reach the property line on grade. If a lift station is required it will be at the owner's expense. It was noted that there was no indication on the drawing provided as to where that service lines would be located on the property, so it is hard to say for sure. Craig advised that he did not want to see several hundred feet of sewer line in the street. Mr. Wagys' contractor CJ Kline was present to answer questions. He noted that it is his thought to serve the property from Fifth Street, not MacFarlane Avenue. It was noted that digging up the main at the area of the proposed tap may be necessary so that exact depth is known. The council advised that the property owner needs to look into the feasibility of the service line on their own. They also advised that the Town will have no

further obligation if the owner chooses to purchase the tap, then figures out the elevations they can achieve are not enough to meet grade. Stull also noted that the wet area was of concern to him and that it will take a lot of fill dirt. Craig moved to approve the taps with the property owner understanding that the Town is not responsible for anything further that may be required within their property boundary to make the sewer line the appropriate grade, Stull seconded and the motion was passed.

## **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 18<sup>th</sup> annual lighting contest. She noted that last year the prizes were \$100 for 1<sup>st</sup> place; \$75 for 2<sup>nd</sup> place and \$50 for 3<sup>rd</sup> 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 18<sup>th</sup> 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**

There were no additions to the agenda.

## **NEW BUSINESS**

PUBLIC HEARING-Transfer or Retail Liquor License: At 7:34 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on the transfer of the Retail Liquor License currently held by Chez Booze Inc. to Sierra Madre Land Investments, LLC. Hearing no comment, the public hearing was closed. Craig moved to allow the transfer of the liquor license to new ownership, Banach seconded and the motion was passed.

Mosquito Abatement Reserve transfer \$10,571.17- Revenue Tracking Discussion: Clerk/Treasurer Harvey noted that the town had received grant reimbursement in the amount of \$10,571.17 for expenses for chemical paid from reserves in the last fiscal year. She asked the council to allow her to transfer those proceeds into the Mosquito Abatement fund. She also noted that she added two additional revenue lines added to the chart of accounts for the revenue from the Town of Riverside for Mosquito Abatement and for that from outlying private property owners. She noted that she felt it was necessary to add the lines for clarification on revenue sources which are reported differently.

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Craig moved to approve the transfer of the \$10,571.17 to the WYOSTAR Mosquito Abatement fund, Stull seconded and the motion was passed.

Transfer from Impact Fund for SCWEMS Payment- \$3,375.00: Clerk/Treasurer Harvey noted that the council had budgeted for one quarter of the annual SCWEMS payment to come out of the impact funding. Banach asked about staffing for the ambulance. It was noted that staffing has been tough countywide but that SCWEMS working on the issue. Stull moved to allow the clerk to transfer \$3,375.00 from the Impact funding to cover the SCWEMS payment, Banach seconded and the motion was passed.

Fire Department Annual Business Meeting and Dinner- up to \$1,200.00 from ERVFD Fund: Harvey reported that the annual business meeting and dinner is held with the Fire Department members and their spouses in attendance. She noted that she did not think that the event would cost the full \$1,200.00, but that she wanted to be prepared just in case. Craig moved to allow up to \$1,200.00 for the Fire Departments annual dinner meeting, Stull seconded and the motion passed.

Banach interjected that he had spoken with Chief Nuhn about the Fire District issue and that he totally supports it and thinks it is good idea for staffing and training. It was also noted that the Fire Department was advised that the council wanted to hear from them on the issue. Since there have been no nay-sayers, everyone must be in favor of it.

**CORRESPONDENCE:**

**WAM, WY. Business Council, CCVC, CCSPTJPB, CCEDC, PV Arts Council info & newsletters**

**BDO Audit Planning Document-Via Email**

**Workers Compensation 2022 Rate Notice**

**Town of Saratoga- COVID Resolution**

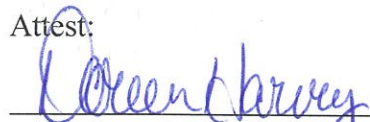
**Wyoming Flood Risk Map- Newsletter:** Banach ask to confirm that the council had chosen to take no action on the Flood Risk Map Study. Mayor Salisbury noted that the council did not act on it because there is no risk in Encampment and everyone insurance rates would increase.

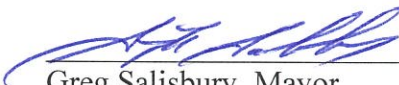
With no further business, Stull moved to adjourn at 7:40 p.m., Fagan-Craig seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: December 9, 2021

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer

  
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Greg Salisbury, Mayor