

Town of Encampment
Regular Meeting
September 10, 2020
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday September 10, 2020 at 7:00 p.m. with council member Bill Craig presiding. Council present were Shannon Fagan-Craig and Kimberly Loftice. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief and Stephen Fletcher, Maintenance/Operator. Planning Commission members present were Steve Reichert, Chair and Ros Herring, Secretary. Public Guests were Yvonne Johnson, Executive Director, Carbon County Economic Development Corporation; Sandy Martin, Dan Jago, Wendy Haas and Rachel Swanson. Audience members were Bob Herring, Ron Harvey, Jon Nelson of North Fork Engineering, Emma Diercks from Bigfoot Radio and Dana Davis from the Saratoga Sun.

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

AGENDA

Fagan-Craig moved to approve the agenda, Loftice seconded and the motion was passed.

MINUTES

Loftice moved to approve the minutes of the August 13, 2020 regular meeting as distributed, Fagan-Craig seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Fagan-Craig moved to approve the August 2020 financial statement, the August 2020 payroll and liabilities in the amount of \$26,308.84, ratify the manual late monthly payments in the amount of \$16,343.35, approving a transfer from the water fund in the amount of \$15,641.60 for the water meter purchase and to approve the regular monthly bills in the amount of \$23,276.36, Loftice seconded and the motion was passed.

Blue-Cross/Blue-Shield \$6,390.78
Corkle Oil, LLC \$924.51
Energy Laboratories Inc. \$1,537.00
Erickson and Roberts, LLC \$75.00
Evergreen Disposal \$22.50
Herring, Paul \$53.50
KTGA/KBDY \$40.00
Platte Valley Clinic, Inc \$35.00
Posey Wagon Portable Toilet \$120.00
Quill Corp \$34.42
Rakness, Anthony \$342.00
Riverside Garage & Cabins \$61.03
Rocky Mountain Air \$58.36
Saratoga Auto Parts \$292.34

Shively Hardware Co. \$201.45
Thatcher Company \$1,888.93
Union Wireless \$586.50
UPRSWDD \$8,983.56
US Postal Service \$195.00
Valley Fire Extinguisher \$96.40
Visa \$1,210.08
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$23,276.36

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$478.26

WY Retirement System \$3,119.17
WY Retirement- VFD \$300.00
Unemployment Insurance \$13.00
US Treasury \$2,511.40
US Treasury \$2,261.74
Net Payroll \$17,548.55
TOTAL \$26,308.84

Late Bills/Manual Checks
Energy Labs \$302.00
Ferguson Waterworks \$15,641.60
Jackson County Star \$175.00
North Park Propane \$224.75
TOTAL \$16,343.35

PUBLIC GUESTS

Sandy Martin- Mrs. Martin advised the council that with the All Class School Reunion coming in 2021, there are three sign projects in the works. She noted that the Carbon County Visitors Council had covered repainting one of the murals and that the Garden Club is in the process of redoing the other mural. The artist is Terry Westover who is currently putting the top coat over it and that it will be covered in Plexiglas. The murals are located where the class of 2021 banner is currently hanging. She also advised that she would like to see the old slogan used by ERMA "*Where nature waits to greet you*" added below the metal "*Encampment*" sign made by the Vo-Ag Department. Fagan-Craig asked Mrs. Martin to get a quote on the cost of adding the slogan to the sign. The council thanked her for the update.

Yvonne Johnson, Executive Director, Carbon County Economic Development Corporation: Ms. Johnson introduced herself to the council and advised that she was present as a courtesy to the council. She is a 40 year resident of the county and has recently returned home. She noted that she is traveling the county to

learn and to find out how she can help communities. She advised that she has a lot to learn and she is looking forward to any questions the council might have of her in her new position. Many of the council members were familiar with Ms. Johnson and welcomed her home.

Dan Jago-Building Permit Appeal: Mr. Jago was present to appeal to the council on a building permit that the Planning Commission had declined. He advised that the ordinances had been redone since his initial applications for the property. Councilman Craig thanked Mr. Jago for providing all of the previous permit copies to the council. Planning Commission member Ros Herring noted that the permit had been declined because a shed without a main structure is not allowed by ordinance. There are several other structures on the premises. Discussion ensued on the issue. Councilman Craig noted that everything done to date has been permitted. Fagan-Craig noted that the existing well and structures were strictly for agricultural use. It was also noted that the structure is simply an open structure for shade for livestock. Councilman Craig noted that there was a ban on wells for residential use years ago, but that the property clearly agricultural use as is the existing well. The council agreed that the circumstances for the property were unique. Fagan-Craig moved to approve the application because of the age of the existing agricultural use and the nature of the structure, Lofice seconded and the motion was passed.

Rachel Swanson: Mrs. Swanson was present to discuss the current dog laws with the council. She noted that she had spoken with Chief Shue who is working diligently to correct the issue. She expressed the opinion that the dog at-large issue needed to be addressed and read a portion of the ordinance for the record. She noted that over the course of six years that she has had random dogs on her property and that it culminated in something tragic to her family. She noted that the dogs sometimes run as a pack. She also expressed that she feels it is a real issue and a liability to the town. Discussion ensued about interpretations of the current ordinance. Fagan-Craig expressed her sympathy to Mrs. Swanson for what her family has gone through, acknowledging that it was surely traumatic for her family. She advised that the council will be considering increasing the fines for violations to make it a point that dogs at-large are not okay. She advised that vicious, running at-large and nuisance laws are there to keep people safe. She noted that when bad things happen, they need to be reported. She further advised the people have been known to drop of their bad dogs in the area to be impounded. Discussion continued about the ordinances with Chief Shue adding to the discussion. Clerk/Treasurer Harvey noted that higher penalties for dog violations is actually an item later on the agenda. The council advised Mrs. Swanson to please continue to call law enforcement for dog issues. Mrs. Swanson reiterated that she would still like the council to review the ordinance. Councilman Craig and the council thanked her for taking the time to attend the meeting.

UNFINISHED BUSINESS

Sewer Improvement Lagoon Projects: Mr. Nelson from North Fork Engineering presented the council with drawing samples of mechanical screens for the Sewer Lagoon Project. He noted that there was previous discussion on the issue and that at that time the council had made the decision to procure the equipment themselves rather than pay the contractor the markup. He presented a draft timeline, bid notice and a potential schedule advising that bids would be due October 5th with an award being made at the Council Meeting on October 8th, if the council chooses to proceed. He noted that the equipment takes 18-20 weeks to manufacture. He reminded the council that the equipment purchased by the Town would not be covered under the contractor's performance bond, but that it would have the manufacturer's warranty. He noted that in addition to the decision to bid, the council would need to decide how to pay for the equipment, utilizing the 2019 Specific Purpose Tax, reserve funds or the SLIB Loan. He noted that the SLIB loan would bring some additional rules to the bid process. Councilman Craig stated that the risk of the Town purchasing the equipment was that if there are technical issues with the equipment that the contractor may not stand by it. He noted that the equipment itself was not complicated. Fagan-Craig

agreed, stating that the town would have the manufactures warranty, no matter what. Discussion continued with Mr. Nelson advising that if there is an issue that they town has to pay for, their savings on the purchase would likely make the cost of repair a wash. Councilman Craig advised the council that he just wanted them to understand the issue before they took a vote and that he had no reservations about making the purchase. Fagan-Crag moved to go out to bid for the purchase of the equipment which will be paid for from the 2019 Specific Purpose Tax, Loftice seconded and the motion was passed.

Mr. Nelson advised that he would get with public works to discuss the issue. The equipment will be checked out upon delivery and will be carefully stored until construction. The manufacturer will be involved with startup, testing and training.

MOU/for Prisoner Costs- Concerns After Executed: No update.

COMMITTEE REPORTS

Department of Public Works- Maintenance/Operator Fletcher introduced himself to the audience. He advised that everything was going well. They are doing routine maintenance. He advised that parks and irrigation are shut down for winter. He advised those present that if they see him around town, to say hello. The council welcomed him aboard.

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

Planning Commission: The minutes of their last meeting were submitted.

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

ADDITIONS TO THE AGENDA

There were no additions to the agenda,

NEW BUSINESS

Grand Encampment Business Park- TNT Forest Products- Lease Renewal: Loftice moved to approve the lease renewal. The motion died for lack of a second. Harvey reminded the council that the lease expires September 30th. Fagan-Craig noted that she was not opposed to the lease itself, but made an amended motion to approve the lease contingent on the tenant providing a letter updating the council on their opening date, future plans and how many employees they intend to have before the end of the month, Loftice hesitated on the amendment, but seconded and the motion was passed.

Resolution 2020-10 establishing Bond Schedule: A resolution was presented outlining a bond schedule as it relates to ordinance **6.08.050- Duty of owners to prevent dogs from becoming nuisances and 6.08.060-Duty of chief of police to impound and 6.08.070-Vicious dogs running at large**. The resolution would increase the fees for nuisance and vicious dogs to \$150.00 for 1st offense; \$300.00 for 2nd offense and make it a mandatory appearance before the judge for a 3rd offense. The bond for impounding a dog would be \$100.00 for 1st offense; \$125.00 for 2nd offense and a mandatory appearance before the judge on a 3rd offense. Chief Shue advised that the Rawlins Animal Shelter would take the dogs, as it would any other dog at large. He advised that the fees for the vicious and nuisance dogs needed to increase to have more effect and to cover the cost of the judge and clerk. The fee for the impounding would cover his time to haul the dog to Rawlins. He does not want the Town to lose money on dog issues. He advised that the fees will also give the dog owner more of a

sting and should help with the issue. Fagan-Craig moved to approve resolution #2020-10 as presented, Loftice seconded and the motion was passed.

Power Service- Fall Maintenance Items Estimate- \$1,101.90: Maintenance/Operator Fletcher advised that the filters were for the compressor on the big units which were an integral and important part of the water system. Other maintenance items are under the spending limit. Fagan-Craig moved to approve the purchase, Loftice seconded and the motion was passed.

BDO, LLC-Audit Services- Estimate- \$12,000.00: Clerk/Treasurer Harvey advised that the audit is required by the Department of Audit and that the Town is under deadline for completion, so some of the elements of the audit have already begun. Loftice moved to approve up to \$12,000.00 for the audit to be completed by BDO, LLC, Fagan-Craig seconded and the motion was passed.

Police Vehicle- Bid Opening: Councilman Craig opened the bids and announced them as follows; ***Fremont Chevrolet***-2021 Chevy Silverado 1500- \$31,130.00; ***Dalin Motors***-2021 Ram 1500 SSV- \$28,983.00; ***West Valley Chrysler*** out of Utah- Option #1 2021 Ram 1500 Crew-\$30,943.00; Option #2- Ram 1500 with patrol package- \$40,608.00. Option #3 Ram 1500 Crew with under cover LED- \$40,752.00; and the final bid was from ***Fremont Motors*** in Lander- 2021 F-150 for \$37,730.92. Clerk/Treasurer Harvey advised that a 5% bid preference would apply to the out of state bid. The council asked the clerk to scan the bids and send them out for review and qualifying. A meeting will be set when a decision is reached on the lowest responsible bid.

High Power Electric- Final Payment- \$28,178.75: Clerk/Treasurer Harvey noted that Mayor Salisbury was working on verifying that the electrical at the mill was operational. Councilman Craig noted that there was a letter approval from the Fire Marshal. The council postponed approval of the invoice pending further review of the project completion.

Department of Audit- Annual F-66 report-Review: Clerk/Treasurer Harvey noted that she had completed the report and distributed it along with the financial information to the council for their review. She stated that the report was pretty straight forward and that if the council felt it was an accurate reflection of the financials, that they allow her to submit it to the state. Fagan-Craig moved to approve the annual F-66 report as presented and reviewed, Loftice seconded and the motion was passed.

CORRESPONDENCE:

WAM, WAMCAT, WYDOT, UPRSWDD, CCEDC, CCVC, CCSPTJPB info & newsletters.

Trident Insurance- Change in Coverage

Wyoming Retirement System- Summary

Rawlins daily Times- via email

Cloud Peak Accounting

Carbon County – 6th Penny Project Commencement

Local government Liability Pool- Board Nominations

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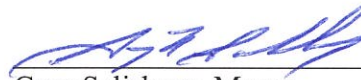
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Councilman Craig asked if anyone else in the audience had business. With no further business, Loftice moved to adjourn at 7:55 p.m., Fagan-Craig seconded and the motion was passed.

Doreen Harvey, CMC

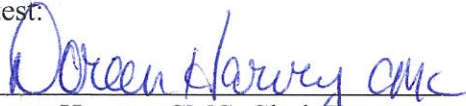
Clerk/Treasurer

Approved: October 8, 2020



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer