

Town of Encampment
Regular Meeting
January 14, 2021
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday January 14, 2021 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were, Shannon Fagan-Craig, Gary Stull and Stas Banach. Town personnel present were Doreen Harvey, Clerk/Treasurer and Kevin Shue, Police Chief. Planning Commission members present were Steve Reichert and Ros Herring. Public Guest was Lenny Layman, Carbon County Emergency Manager. Also present were Josh Craig, Kathy Campbell, Site Acquisition Specialist and Ryan Schmidt, Engineering Supervisor, Union Wireless; Bob Herring, Merle Van Orden, Jon Nelson of North Fork Engineering and Kaitlyn Campbell, intern from the Saratoga Sun.

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

OATH OF OFFICE

Mayor Salisbury administer the oath of office to incoming council Stas Banach. Councilman Craig will be given his oath at a later date.

AGENDA

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

MINUTES

Fagan-Craig moved to approve the minutes of the December 10, 2020 regular meeting as distributed, Stull seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that she had interest from WYOSTAR in the amount of \$582.96 to be added to the financial statement. Stull moved to approve the December 2020 financial statement, the December 2020 payroll and contracted liabilities in the amount of \$22,781.55, late monthly bills in the amount of \$2,520.18 and the regular monthly bills in the amount of \$33,219.33, Fagan-Craig seconded and the motion was passed.

Blue-Cross/Blue-Shield \$6,390.78
Bridger Fabrication, LLC \$25.00
Carbon Power & Light \$5,270.37
Corkle Oil, LLC \$1,002.00
Grainger, Inc \$68.50
HACH \$213.03
Lawrence Sign Up \$741.21
Quill Corp \$158.39
Riverside Garage & Cabins \$89.18
Rocky Mountain Air Solutions \$56.80
Saratoga Auto Parts \$147.39
Saratoga Sun \$199.75
S.P.V. Chamber of Commerce \$250.00
Shively Hardware Co. \$59.97
Town of Saratoga \$7,500.00

Union Wireless \$584.40
UPRSWDD \$10,116.25
US Postal Service \$143.00
Visa \$75.31
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$33,219.33

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$430.19
WY Retirement System \$2,808.95
WY Retirement- VFD \$281.25
Unemployment Insurance \$3.89
US Treasury \$2,021.08

US Treasury \$1,980.62
Net Payroll \$15,178.85
TOTAL \$22,781.55

LATE MONTHLY BILLS
Carbon County Clerk \$15.00
Dearborn Life \$42.93
Hebig, Brad \$100.00
North Park Propane \$2,098.80
Pantle, Mitch \$50.00
Rauterkus, Mark \$75.00
WYDOT \$2.00
Xerox Financial Services \$93.65
Xesi Financial Solutions \$42.80
TOTAL \$2,520.18

PUBLIC GUESTS

Larry Layman- Carbon County Emergency Management Coordinator: Mr. Layman introduced himself to the council as the new Carbon County Emergency Management Coordinator. He noted that

he and his family had moved to Encampment in April and were very excited about being in the area. He advised that his office *is* Carbon County and not just the physical office in Rawlins. He answers to the board of County Commissioners and is very excited about what is being accomplished for emergency management in the area. He noted that he is on the job for all phases of an incident, from response to recovery. He is our resource to get in touch with other agencies and can be helpful with grants and situational awareness countywide. He advised the council about the Carbon County Coordination Center, which was referred to as C-4, located at 1015 Hugus in the upper floor of the Road and Bridge building. He noted that it is a large open space that can be used for logistics, financial planning, training and will be referred to as a coordination center not an emergency management center. There will be a grand opening of the facility on February 16th.

Mr. Layman also advised the council about a new platform for emergency communication called *AlertSense* being released that will eventually take the place of the existing warning system *Code Red*. It works similar to a reverse 911 system allowing notification directly to phones when you sign up for the service. The platform offers much more than the prior system and can be tailored to the user. He noted a person could sign up multiple addresses or areas for notifications and alerts from all areas would go to the contact number. The cost of the system is about \$4,500.00 per year to the County rather than the \$12,500.00 that *Code Red* was costing. He noted that it has an Internal Messaging System that could be used for groups like Search and Rescue; a Public Messaging System that offers the highest level of alert like an *Amber Alert* that will communicate to anyone in the affected area and a Public Messaging System. People will need to “opt-in” to the system where the person signing up can choose what events they are interested in. There will be a direct mail education campaign. There will also be materials available for hand out. He noted that he hoped we would help to get the word out on the system as well as utilize it ourselves.

Mr. Layman reminded the council that that he is here to help out in any way he can and advised them that they could contact him at any time with questions. The council thanked him for the presentation and taking the time to attend the meeting.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project- Building & Screen Design: Mr. Nelson advised the council that there had not been a lot of progress in the procurement of the screen due to a review of the shop drawings by DEQ. He noted that the screen was originally designed with ¼” spacing to capture as much debris as possible, but that a suggestion had been made to modify that spacing to ½”. as that is what most screens are. This would make a significant difference in the amount of collection of unnecessary solids and reduce the frequency of cleaning and dumping that collection. Mr. Nelson advised he had visited with Public Works on the matter and that he would also like to visit with Councilman Craig. He noted that the difference in size would be just as effective for the town without being burdensome. He noted that the project is still on track for approval and that the package should be out next week. Mayor Salisbury stated that if it captures the major debris it will accomplish what we set out to do. Stull moved to approve changing the size of the screen to ½”, Banach seconded and the motion was passed.

Union Wireless- Conditional Use Permit: Mayor Salisbury stated that he knows that everyone has discussed the concerns about the rays from the tower and the RF study. He asked Mr. Schmidt if they had any more information since the last meeting on those concerns. Mr. Schmidt indicated that he did not and advised that they are well under the FCC Guidelines for the tower.

Mayor Salisbury addressed those that were present stating that he really did not think we could stop their expansion based solely on health and environment concerns. He noted that the improvement was mainly to improve communications and that it was only to be 27' taller than the existing tower, not a 300' tower as had been stopped before. Audience member Bob Herring expressed his displeasure with the project and noted that he had also noted it at the Planning Commission meetings. He does not think we need the tower in town this close to a daycare and the school. He reiterated that he does not want it.

Councilman Stull noted that he wanted to address a prior concern that had been expressed about the increase of rates to the consumer for the upgrade. He noted that in his 34 years of experience in communications he never saw a company bill the customer for their upgrades. The only way you pay is if you sign up for a better service. He also noted that the new tower was better designed with four legs rather than three. If the new tower were not allowed the old tower would have to be allowed an extension for the new antennae. Planning Commission member Ros Herring noted that her understanding was that the coverage area would not be much further than Riverside, so it was not expanding much beyond that. Ryan Schmidt from Union Wireless noted that the height would overcome clutter and increase the footprint and clarity of their signal. Mayor Salisbury noted that he lives in town and that his calls are dropped all of the time. Councilman Banach clarified that the clutter referred to was trees and buildings. It was also noted that there would be benefit to emergency notification systems as discussed earlier in the meeting. Councilwoman Fagan-Craig noted that EMS and Search and rescue did get dropped calls, but that it was generally in wilderness, forest or mountains where you are going to separate yourself. She stated the opinion towers do not belong in town. Councilman Banach noted that at the Planning Commission meeting it was noted that we may not like it, but one tower in town beats multiple towers on the perimeter of town.

With no further discussion, Stull moved to approve the Conditional Use Permit for Union Wireless to replace their tower, Banach seconded and the motion was passed with Fagan-Craig strongly opposing.

PUBLIC HEARING Conditional Use Permit- 712 Dillon- Use as Lodging House: At 7:26 p.m.

Mayor Salisbury opened a Public Hearing for the purpose of taking comment on an application for Conditional Use for a portion of the home at 712 Dillon to be used as a lodging house. Councilman Banach explained to the council that he was the applicant and that his intent was for more of a VRBO nightly rental or for vacationing and that he did not intend to run it like a hotel or do any cooking like a Bed and Breakfast. Hearing no comment, the hearing was closed. Stull moved to approve the Conditional Use of the property at 712 Dillon as a lodging house, Fagan-Craig seconded and the motion was passed with Banach abstaining.

COMMITTEE REPORTS

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

Planning Commission: Council was provided with minutes of the previous meeting.

Public Works Department: A written report was submitted.

ADDITIONS TO THE AGENDA

Building Permit Application – Encampment School: Audience member Josh Craig addressed the council. He apologized for the last-minute application. He stated that the students have built a shed and he had just found out they wanted to move it out of the shop. It would be a great help if the

council would consider allowing them to do that. A drawing of the placement of the shed down by the foot ball field was presented. It will be used to store football gear. He noted that the shed is taking up a lot of room and that the some of the gear being store in the school is currently blocking exits. Banach noted that the placement of the shed was far back from any property lines and on the north end of the field. Banach moved to approve the application and issue the building permit to the school, Stull seconded and the motion was passed. Mr. Craig thanked them for allowing them to move it.

NEW BUSINESS

Designate Depositories, Newspaper and Posting Places: Clerk/Treasurer Harvey advised the council of the current designations. Depositories are RNB State Bank, Wyoming Government Investment Fund and WYOSTAR; Newspaper is the Saratoga Sun and posting places are the town hall, post office and senior center. She noted that she would like to change one of the posting places from the senior center to the library due to their current closure. Banach moved to approve the designations as advised, Fagan-Craig seconded and the motion was passed.

Authorize an Additional Bank Account Signer: Clerk/treasurer Harvey advised the council that they would need to remove Kim Loftice as a signer on the bank accounts and that she would like to have one of the council recently seated to a four-year term appointed as an alternate signer. Mayor Salisbury asked Councilman Banach if he would be willing to be a signer. Banach indicated that he would. Fagan-Craig moved to remove Kimberly Loftice as a signer on the bank accounts and ad Stas Banach, Stull seconded and the motion was passed. The council that was present at the meeting signed Financial Disclosures to be entered into the town's records.

Transfer from Impact Fund for the Purchase of Radar Trailer- \$7,992.00: Clerk/Treasurer Harvey asked for permission to transfer \$7,992.00 from the WYOSTAR Impact Fund reserve for the purchase of the radar trailer. Banach asked for information about the radar trailer. Chief Shue advised that it was to help with reduction of speed in problem areas. Other signs and rumble strips had not worked. The unit has a 30" LED display, has red and blue lights and has a data log. It will be more visible to traffic than prior signs and is mobile. Fagan-Craig moved to approve the transfer of \$7,992.00 from the impact fund to cover the purchase of the trailer, Stull seconded and the motion was passed.

Organizational Service Contract- Sagebrush Senior Center \$1,250.00: Clerk/Treasurer Harvey advised that the contract amount is as budgeted. It was also noted that the use of the service contract was a way by which the town can provide necessary support for an organization. Stull moved to approve the contract as presented in the amount of \$1,250.00, Fagan-Craig seconded and the motion was passed.

Peggy Huntley- Request to extend deadline to remove fence 120 days: Ms. Huntley presented a letter to the council asking for a 120-day extension on their 60-day request to have her fence moved back onto her property line. She also included an updated drawing of its correct placement to be given to the Planning Commission. Mayor Salisbury noted that since it is winter the extension should probably be considered. Stull move to grant her the extension of 120 days as requested, Banach seconded and the motion was passed.

Heater Repairs- Parts and Labor Estimate \$850.00: Clerk/Treasurer Harvey noted that she could not remember for sure which heaters were having issues, one of them needed a motor replaced. She

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thought it was the water plant and the shop, but was not sure. There was no representation at the meeting from public works. Stull moved to approve the repairs to the heaters, Fagan-Craig seconded and the motion was passed.

Retail Space-The Red Wagon- Permission to Whitewash Paneling with Paint: Council reviewed the photographs and discussed the permanence of the action. Consensus was reached that they did not approve the whitewashing of the paneling with paint. The council indicated that they would be willing to consider less-permanent options. The clerk was instructed to advise Ms. Sneddon of their decision and willingness to consider other options.

BDO- Final Audit Results and Wrap Up: Clerk/Treasurer Harvey noted that she had sent the final report to the council via email a few weeks back for review. She noted that she had not received any questions and offered to answer any they might have. Stull moved to approve the final audit report as presented, Fagan-Craig seconded and the motion was passed. The clerk was commended on a job well done.

Executive Session- Personnel: At 7:51 p.m. Fagan-Craig moved to go into executive session for the purpose of discussing personnel, Stull seconded and the motion was passed. Those in attendance were Mayor Greg Salisbury and Council members Stas Banach, Shannon Fagan- Craig and Gary Stull.

At 8:18 p.m. Stull moved to return to regular session and seal the minutes and place them in the safe, Fagan-Craig seconded and the motion was passed. Stull moved to authorize Mayor Salisbury to conduct an interview with an applicant for the maintenance/operator position and to make a decision to offer a position at terms discussed in executive session, Fagan-Craig seconded and the motion was passed.

CORRESPONDENCE:

WAM, WAMCAT, WYDOT, UPRSWDD, CCEDC, CCVC, CCSPTJPB, State of Wyoming, USDA Rural Development info & newsletters.

Carbon County Needs Assessment- final report via email

WY Cultural Trust Fund- Annual Report

Department of Audit Public Funds Division- Cost of Government Report-via email

Carbon Power & Light/W.R.E.A & Tri-State- Donation to Fire Department

WAM-JPIC- Premium Holiday/ Looking for Board Member in this Region

With no further business, Fagan-Craig moved to adjourn at 8:23 p.m., Stull seconded and the motion was passed.

Doreen Harvey, CMC

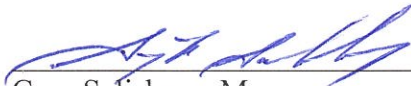
Clerk/Treasurer

Approved: February 11, 2021

Attest:



Doreen Harvey, CMC, Clerk/Treasurer



Greg Salisbury, Mayor