

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday October 14, 2021 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Stas Banach, Bill Craig and Shannon Fagan-Craig. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief and Bill Acord, Ben Freytag and Jacob Jump, Maintenance/Operators. Public Guests present were Travis Moore, County Commissioner and Lenny Layman, Carbon County Emergency Management Coordinator; Rachel Swanson, Director, Encampment Preschool; and Josh Craig and Jacob Munson, Mother Mountain Anglers. Audience members were Matt Wagay, CJ Kline and Micky Jones of the Saratoga Sun.

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

AGENDA

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

MINUTES

Craig moved to approve the minutes of the September 9th regular meeting and the September 24th special meeting as distributed, Fagan-Craig seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 25% of the new budget year revenues were at about 16.6% and expenses were at about 9.05%. She advised that the interest on WYOSTAR accounts had not yet posted. Craig moved to approve the September 2021 financial statement, the September 2021 payroll and contracted liabilities in the amount of \$25,535.44; late monthly bills in the amount of \$4,008.69 and the regular monthly bills in the amount of \$36,095.86, Banach seconded and the motion was passed.

Affordable Tree Care \$300.00
Blue-Cross/Blue-Shield \$4,046.64
Carbon Power & Light \$3,162.79
Corkle Oil, LLC \$1,045.95
Encampment Petty Cash \$30.00
Erickson and Roberts, LLC \$175.00
Evergreen Disposal \$22.50
Galls, LLC \$136.99
HACH \$217.35
Int'l Institute Municipal Clerks \$175.00
Norco \$982.57
North Fork Engineering \$3,212.40
North Park Propane \$760.00
Office Depot \$386.46
One-Call of Wyoming \$9.75

Riverside Garage & Cabins \$332.98
Rocky Mountain Air Solutions \$80.44
Saratoga Auto Parts \$322.34
Shively Hardware Co. \$495.36
Town of Saratoga \$7,500.00
Uline \$342.22
Union Wireless \$483.34
UPRSWDD \$8,346.50
Visa \$3,401.28
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$36,095.86

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72

Workers Compensation \$504.98
WY Retirement System \$3,217.32
WY Retirement- VFD \$318.75
Unemployment Insurance \$220.66
US Treasury \$2,054.16
US Treasury \$2,218.06
Net Payroll \$16,924.79
TOTAL \$25,535.44

Late Monthly Bills
Carbon Power & Light \$3,433.33
Dearborn Life Ins. \$78.43
Xesi Document Solutions \$1.06
Zep Sales \$495.87
TOTAL \$4,008.69

PUBLIC GUESTS

Travis Moore, Carbon County Commissioner/Lenny Layman Carbon County Emergency Manager:
Mr. Moore advised that they were present to answer any question the council might have about the proposed fire district. Mayor Salisbury asked about the hiring of fire personnel and requirements for further training and education for volunteers, expressing the concern for the loss of volunteers. Mr. Moore noted the question would be who would bear the expense for training the volunteers which

would be up to the people elected to the board. There will be fire chief representation from the four quadrants of the county and one at large seat. He advised on getting the best person you have and getting them on the ballot. Uniform training, ICS training and cross training were noted as benefits. Current system sustainability is an issue with the loss of personnel and the aging of equipment. Fagan-Craig asked about if he had a list of equipment needs. Moore noted that Fire Warden John Rutherford would have it. The fleet is currently aging beyond maintenance. Councilman and former fireman Craig noted that some of the older rigs were still the best on a fire. He asked about the number of employees anticipated, which was noted to be 3 to 5. Moore noted that if it were to pass it would be at least 2 years before revenue would be ready to spend. Bylaws and administration would need to be set up before moving forward. They would likely look at other successful districts to start with. Moore noted that Carbon County Council of Governments has discussed the issue more than once with fire chiefs in attendance, with those officials opting to let the county put the issue on the ballot by resolution. Each community will need to make their own decision. The county is working the issue for the unincorporated areas. If Encampment wanted to look at it for themselves, they would need to get it on the ballot with a petition of signatures representing 25% of 25% of the assessed valuation. He noted that Carbon County and CCCOG would likely partner for an education campaign to inform voters. This issue will likely be on the November 2022 ballot. Councilmembers noted that they would still like to hear from our department members on the issue. The council thanked Mr. Moore and Mr. Layman for taking the time to attend the meeting.

Rachel Swanson, Director-Encampment Preschool: Mrs. Swanson introduced herself and advised that she has been the director of the Encampment Preschool for three years. She thanked the council for their support and advised that they have 25 students between morning and afternoon classes. They are able to offer free tuition thanks to generous donors. They provide services for development, speech, occupational therapy and special education. Councilman Banach asked if tuition were income based, which it is not. Swanson noted that they do fundraisers such as bingo for babies and send out letters to organizations at Christmas time and that it is \$185.00 per family for the 1st month. Many of the families donate in other ways. Fagan-Craig noted that Encampment is a special community. Swanson noted that it is the only program in Wyoming that is tuition free. She noted that you can see the reflection of the value of the preschool being in the school facility and also in the transition of the children into school when they are familiar with the building. The council thanked her for the update.

Mother Mountain Anglers- Josh Craig: Mr. Craig thanked the council for allowing him the time to address them. He noted that he would like to get the ball rolling on the Sierra Madre Winter Carnival. He noted that when the Town did not hold the event last year that there were a lot of broken-hearted kids. He suggested a partnership with the Town to get it going again. He noted that they have a large volunteer base and have been a large asset to the event. He advised that he was not asking to take it over, but has ideas for new events that could be a great success. Clerk/Treasurer Harvey noted that she and Winter Carnival Chair Alyx Munson have already started the planning for the event and written the grant, set the prize schedule and that fund raising letters would be going out at the end of the month. She noted that she did not think that decisions should be made without the input of the event chair. Mr. Craig noted that they are the volunteer force behind the event and that the council can do what is in the best interest of the town. They would like take it and run with it and get everyone going in the same direction. The council suggested that they talk to the chair of the event and work together. The council thanked them for their interest.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: It was noted the engineer has advised that the final design for the project excluding mechanical and electrical should be presented in November. The screen is already delivered and in storage.

Watershed Protection Committee Meeting October 21st- 7:00 p.m.: Clerk/Treasurer Harvey noted that invitations have been sent out for the meeting on October 21st to those that indicated they were interested in the process. Not all have replied yet.

Property Insurance Renewal – Hub International Mtn. States \$12,629.00 Includes \$299.00 Terrorism Rider: Clerk/Treasurer Harvey noted that the council had reviewed all of the values last month and that there was a cost increase, but it was about the industry standard for increase. Property insurance is something that the Town has to have. Fagan-Craig moved to approve the renewal with the terrorism rider, Craig seconded and the motion was passed.

PUBLIC HEARING- Ordinance 9.04.130- Noises Prohibited- Amendment 3rd and Final Reading: At 7:32 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment on the amendment to ordinance 9.04.130-Noises Prohibited. The council noted that there have not been as many complaints as there were earlier this summer. Councilman Craig noted that to him the engine brake is the sound of safety, of the driver trying to slow down. A comment was made that there was almost a mile of grade that it could be used, just not in town. The speed limit is 30 mph in town. There have been lots of complaints, but the complaints have slowed. Mayor Salisbury closed the hearing at 7:34 p.m. Banach moved to approve the 3rd and final reading of ordinance 9.04.130 as amended, Fagan-Craig seconded and the motion was passed.

COMMITTEE REPORTS

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

Planning Commission: Clerk/Treasurer Harvey advised here was no meeting in October.

Department of Public Works: A written report was submitted. Banach asked about the progress in training. Maintenance/Operator Acord advised that all three employees are working on it. Craig reminded everyone that part of the license process was having the on-the-job experience. He noted that a copy of DEQ Chapter 5 provide rules, regulations and guidelines on their licensing.

ADDITIONS TO THE AGENDA

Matt Wagy- Tap Application: Mayor Salisbury questioned whether the draw in the half block that Mr. Wagy purchased would cause elevation issues for sewer, as it may be uphill. Craig noted asked the department of public works to shoot the elevations. He noted that the getting that information would be necessary before anything could be approved. Banach added that it was for the property owner's sake that we need to know it will work. The council has to do due diligence on the matter. Craig reiterated that the council needs more information on elevations, he will not commit to it, only to find out I won't work. Mr. Wagy asked what other options he had for service and was advised that well and septic were not allowed in town, noting that is why some land is so cheap. Mr. Wagy noted that he has flags where he intends to put the structure. Mr. Wagy also asked about placing culvert in the ditch of the driveway. Council advised that he could choose to do it at his own expense as others have. The elevations for the taps will be reviewed.

Purchase of Water Tap Equipment- Up to \$7,000.00: Clerk/Treasurer Harvey noted that there has been about a six-month delay in tap equipment so far and that we know there is going to be a need for more taps soon. An estimate of the cost breakdown was given to council in their packet. Councilman Craig asked how the tap machine was working. Acord noted that he did not know as it was not used for the last tap. Craig moved to approve up t \$7,000.00 for the purchase of tap equipment, Banach seconded and the motion was passed. He thanked Acord for doing such a good job, stating he has heard nothing but positive comments.

NEW BUSINESS

Police Department/Carbon County Emergency Management Grant- Grant Partnership:

Police Chief Shue advised the council about the lack of bodies to do a search such as with the recent chase that ended with the search in Encampment. He advised that the purchase of drones through a package and partnership with emergency management could provide thermal imaging to aid in a search. One unit would be for us and one for Carbon County with 50/50 grant partnership. we would only be responsible for 50% of the match which would be roughly \$3,750.00. He advised that he is looking for a commitment from the council to cost share in the project. The county has two drones, but none have thermal imaging. Discussion ensued about the use of the drones with Chief Shue noting that with the town currently having three Alzheimer's wonderers it could be of great use. Carbon County Emergency Manager Lenny Layman noted that it would be a great partnership and that he was certainly excited about the price for the package. He noted that Chief Shue had done the leg working in getting the information together. It was noted that there was definitely a gap that needed to be filled for example with the recent crash, escapee and resulting search. The thermal imaging could have expedited that search. There had been another chase incident that was stopped at the Colorado State line. The drone can be used from above to search for the heat signature. A bad guy might sit and wait for headlights, but a drone is reasonably silent and has a loud speaker and a spotlight if needed. The images would be three dimensional and it could also be used by the Fire Department and Search and Rescue if they were to get someone trained in its operation. Training is a part of the package and is a full day resulting in a pilot's license for the users. The added value will be training for use across the county. A Memorandum of Understanding would be used for any agency that used it basically stating that 'if they break it, they buy it'. Clerk/Treasurer Harvey noted that Impact Funding could be used for the match. Fagan-Craig moved to approve the grant partnership with the use of Impact Funding, Banach seconded and the motion was passed with Craig voting no.

Culvert Issue/Drainage Discussion: Maintenance/Operator Acord advised that when the drainage was moved down the edge of the street by Sixth and Barnett that the Layman's house was not there. In the spring there is a ditch that subs and runs down Sixth Street and between the garage and the house on that property. Options were discussed for drainage in the area and whether or not change was necessary. Acord noted that he had first been approached by the one of the property owners and that they had discussed what they planned to do at that time and that it had been okay. It was noted that the town would not put in a culvert where it crosses private land. The council agreed that they did not want the area to flood. Mayor Salisbury noted that the Town is taking care of drainage issues, but that the issue is ongoing. The Public Works Department was allowed to proceed as they planned and will also be taking care of an area at Ninth and McCaffrey.

Grant Contracts- CCSD#2 Rec Board \$7,500.00 and CC Visitors Council \$1,000.00: Banach moved to approve the grant contracts as submitted, Craig seconded and the motion was passed.

EDC Interfund Loan Debt Service- \$2,055.79: Fagan-Craig moved to allow the transfer of \$2,055.79 from the RNB Operating Account to the EDC Loan fund for debt service, Craig seconded and the motion was passed.

Retail Space- Lease Review-The Red Wagon: Clerk/Treasurer Harvey advised that she had just given them the contract in their packet for review. Action on the lease will be taken at the next meeting. Banach noted that he is not looking to gouge individuals but he thinks that incremental increase might be in order once in a while. Clerk/Treasurer Harvey noted that the Red Wagon has been in the space for five years and that last year was very tough. Craig noted that he had no issue with renewal.

Justin Sifford- Temporary Water Service Line Request: Mr. Sifford sent a letter to council asking that they consider allowing him to temporarily tie his new structure into the same water tap as the home they are currently living in because he was unable to find a contractor to tie into the new tap. Mayor Salisbury advised that he is currently paying the bill for both taps. Craig noted that the tap was purchased more than a year ago and that he should have had plenty of time to get it tied in. Tying in by the fall of 2022 would add another year to it. He noted that allowing it would be going against our own ordinance. It has happened in the past with three properties tied into one tap forcing a buyer to buy a tap when the property changed hands. There would be no guarantee that the issue would not continue for another year. Mayor Salisbury noted that since the tap owner was paying the bill anyway, he did not see the harm in it for a short term. The consensus among remaining council was that our ordinances did not allow for it. The request was not granted.

Water Tap Equipment Fees- Increase in Cost: Clerk/Treasurer Harvey advised that tap equipment fees were actual cost which has been \$2,000.00 for long time. Maintenance/Operator Acord had sought an updated quote and the cost is now approximately \$2,300.00. Harvey noted that she wanted to bring it to the attention of the council so that discussion about the necessary increase in the fees was in the minutes. Crag remembered when the cost of Equipment was \$500.00. It was noted that new lead rules had changed the costs of tap equipment dramatically several years ago. Craig moved to increase to cost of the equipment fee for the water tap to \$2,300.00, Fagan-Craig seconded and the motion was passed.

Purchase of Additional pH Probes est. \$1,327.91 plus freight: Maintenance/Operator Acord advised that raw water probe had failed. Mayor Salisbury asked if two were needed due to lead time. Acord advised that he did not think so. Craig moved to approve the purchase of the pH probe at an estimated cost of \$1,327.91 plus freight, Banach seconded and the motion passed.

Electrical Easement Across Alley- Laura Rettelle: An application and drawing were submitted by Mrs., Rettelle requesting an electrical easement across the alley between her home and garage. Council noted that it would need to be marked with red concrete as others have in the past. Fagan-Craig moved to approve the request as presented, Craig seconded and the motion was passed.

BDO, LLP- Letter of Engagement for Audit Services: Clerk/Treasurer Harvey noted that they were slow with the letter of engagement but that the audit process had already begun. The estimated cost of the service at budget time was \$12,000.00. It is a requirement due to funding sources. Banach noted

that perhaps we should reach out and get competitive quotes on the service next year. Fagan-Craig moved to approve the letter of engagement, Craig seconded and the motion was passed.

Executive Session- Personnel: At 8:35 p.m. Craig moved to go into executive session to discuss personnel, Fagan-Craig seconded and the motion was passed. Those in attendance were Greg Salisbury, Mayor; and Stas Banach, Bill Craig and Shannon Fagan-Craig, Council. At 8:42 p.m. Craig moved to return to regular session and seal the minutes and place them in the safe, Banach seconded and the motion was passed. Mayor Salisbury stated that Bill Acord has done very well on the job and that if he needs anything, all he has to do is ask. Fagan-Craig moved to give Bill Acord a raise of \$2.00 per hour as soon as feasible, Craig seconded and the motion was passed. Harvey noted she had already completed payroll for this cycle, but it would be in affect the next check.

CORRESPONDENCE:

WAM, WY. Business Council, CCVC, CCSPTJPB, CCEDC, Wyoming Community Foundation info & newsletters.

Invenergy- Rock Creek Wind Energy Project

Grand Encampment Cowboy Gathering-Thank You

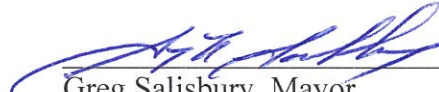
US Dept. of Interior- Bureau of Land Management- IOOF Access

LGLP-Rules Amendment- via email

With no further business, Craig moved to adjourn at 8:45 p.m., Fagan-Craig seconded and the motion was passed.

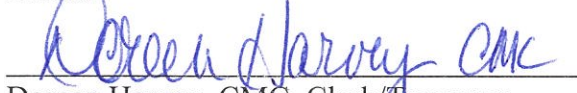
Doreen Harvey, CMC
Clerk/Treasurer

Approved: November 11, 2021



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer