

Town of Encampment  
Regular Meeting  
October 15, 2020  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday October 15, 2020 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Shannon Fagan-Craig, Kimberly Loftice, and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief and Ben Tieszen and Brandon Jones, Maintenance/Operators. Also present were Jon Nelson of North Fork Engineering and Dana Davis from the Saratoga Sun.

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

**AGENDA**

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

**MINUTES**

Fagan-Craig moved to approve the minutes of the September 10, 2020 regular meeting and the October 1, 2020 Special Meeting as distributed, Loftice seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey that at 25% of the budget year revenues are at about 27.09% of projections and expenses at 11.35%. Stull moved to approve the September 2020 financial statement, the September 2020 payroll and liabilities in the amount of \$24,678.29, to ratify the manual late monthly payments in the amount of \$32,080.99, including the final payment to Hi Power, LLC, and to approve the regular monthly bills in the amount of \$30,373.02. Loftice seconded and the motion was passed.

Blue-Cross/Blue-Shield \$7,065.33  
Carbon County Treasurer \$152.55  
Carbon Power & Light \$3,946.47  
Corkle Oil, LLC \$507.52  
Econo Signs, Llc. \$160.16  
Evergreen Disposal \$22.50  
Galls, LLC \$360.94  
HACH \$213.03  
North Fork Engineering \$4,518.50  
One-Call of Wyoming \$27.00  
Posey Wagon Portable Toilet Sv \$300.00  
Power Service, Inc \$1,181.92  
Quill Corp \$111.97  
Riverside Garage & Cabins \$63.14  
Rocky Mountain Air Solutions \$58.36

Saratoga Sun \$450.50  
Shively Hardware Co. \$237.86  
Union Wireless \$582.26  
UPRSWDD \$10,091.59  
Visa \$193.42  
Xerox Financial Services \$93.65  
Xesi Document Solutions \$34.35  
TOTAL \$30,373.02

**PAYROLL TAXES AND LIABILITIES**  
AFLAC \$76.72  
Dearborn Life \$42.93  
Workers Compensation \$459.12  
WY Retirement System \$3,230.78  
WY Retirement- VFD \$281.25

Unemployment Insurance \$41.52  
US Treasury \$2,198.84  
US Treasury \$2,233.74  
Net Payroll \$16,113.39  
TOTAL \$24,678.29

**LATE MONTHLY BILLS**  
Carbon Power & Light \$3,622.86  
Hi Power, LLC \$28,178.75  
Deluxe Checks \$102.60  
RNB State Bank \$28.00  
Tieszen, Ben \$148.78  
TOTAL \$32,080.99

**PUBLIC GUESTS**

There were no public guests.

**UNFINISHED BUSINESS**

Sewer Improvement Lagoon Project-Bid Award / Notice to Proceed: Engineer Jon Nelson advised that there was one bid for the project from Vulcan Industries. He noted that the specifications qualified the manufacturer by the terms of what we want. He noted that there was also discussion with Public Works whose concern was supplies, sales and service of equipment once operational. Made in the USA steel requirements were verified because of the type of funding involved in the

project. He noted that Vulcan Enterprises out of Iowa meets all of the specification and that references were also checked and followed up on. Their bid came in at \$66,120.00 which is within the anticipated budget for the equipment. He noted that the manufacturer had extended the warranty to three years at no cost due to their confidence in the equipment. Terms are 90% on delivery and 10% at start-up. There will be 18-20 weeks of lead time which would put the equipment arrival in mid-May in time for construction. Other terms of the contract were discussed with council. Fagan-Craig moved to accept the bid from Vulcan Industries in the amount of \$66,120.00 and sign the agreement, Stull seconded and the motion was passed.

MOU for Prisoner Costs: Clerk/Treasurer Harvey reported that the letter to the Carbon County Commissioners had not been received. It was re-submitted.

### **COMMITTEE REPORTS**

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

Planning Commission- Minutes of their most recent meeting were provided.

Department of Public Works- A written report was submitted.

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

### **ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

### **NEW BUSINESS**

Planning Commission- Letter of Interest-Rachael Priegel: Loflice questioned of there was a requirement to length of residency to serve on the Planning Commission. Clerk/Treasurer Harvey noted that the only requirement was that they be a qualified elector of the Town. Fagan-Craig moved to appoint Rachael Priegel to the Planning Commission, Loflice seconded and the motion was passed.

Winter Carnival-GEM use of Facility / Event as a Whole: Discussion was held about the importance of the event and the spike in COVID-19. Fagan-Craig noted that it may be hard to motivate people for future events if it were cancelled. It was also noted that perhaps part of the events could be held. Mayor Salisbury noted that Casino Night is a great event, but that is always jam packed. Craig noted that one choice might be a pre-sale of tickets to limit the number of attendees, adding that people should have the choice to protect themselves by wearing a mask or not attending. Council agreed that the disease is at a spike now and decided to postpone the decision on the event and facility use until the November meeting which should still allow enough time for planning.

Dennis & Connie Poole-Electrical Easement Across Alley: Clerk/Treasurer Harvey noted that the council has issued similar easements in the past and easement presented was drafted based on past documents. It was noted that the property owner did not show an electrical line on their initial plans, so they were not advised the needed an easement. The drawing indicates the line has been installed diagonally across the alley. Clerk/Treasurer Harvey noted that Planning Commission member Stas Banach reported to her that it was covered with red concrete. The council discussed the practice and liability of allowing electric lines in the alley. It was noted that the line should have been run straight across the alley and not at an angle. Running it at an angle makes for a lot of hand digging. Craig also noted that power lines have been hit before and that Carbon Power and Light has no responsibility to locate the service line. The language in the easement that absolves the Town from having any responsibility to locate or any liability for failure to locate. Mayor Salisbury noted that the purpose of

the red concrete is so that if someone is digging, they will know they hit something before they go too far. The person that is digging is responsible for damage they do. Mayor Salisbury noted that the line should be clearly marked on each side of the alley with pylons. Loftice moved to approve the easement, Stull seconded and the motion was passed.

Organizational Service Contracts: Stull moved to approve Organization Service contracts in the amounts of \$250.00 for the Carbon County Economic Development Corporation; \$1,200.00 for the Grand Encampment Museum and \$1,250.00 for the Encampment Preschool as budgeted, Loftice seconded and the motion was passed.

Police Vehicle Communications Technologies- Upfitting Estimate: Clerk/Treasurer Harvey noted that the upfit expense was about \$6,300.00 ten years ago. She noted that there was also a second bid for about \$12,000.00 and that Communication Technologies was the company of choice for Chief Shue who was not present due to a call. Stull noted that a positive to the bid was that it was a Wyoming Company. Craig asked if any of it would be covered by the police grant. Harvey indicated she did not know yet. Stull moved to approve the bid for \$9,846.40 from Communication Technologies for the upfit to the new police vehicle, Fagan-Craig seconded and the motion was passed.

Transfer from EDC Loan Fund- \$21,375.00- Final Portion of Hi Power, LLC: Loftice moved to transfer \$21,375.00 from the EDC Loan fund to the General Fund to cover the final payment to Hi Power, LLC, Stull seconded and the motion was passed.

2021 Music in the Park-Whippoorwill- \$3,000.00: It was noted that the event will also be part of the all-class reunion. The band has ties to the community through Alycia Kraft. Loftice stated that she wondered if the reunion would still take place. Loftice moved to approve contracting with Whippoorwill for the event at a cost of \$3,000.00, Fagan-Craig seconded and the motion was passed.

Property Insurance Renewal-Hub-BJH/Trident Insurance-\$11,287.00: Loftice moved to renew the property insurance at a cost of \$11,287.00, Stull seconded and the motion was passed.

Drainage between Town Hall and Post Office: It was noted that the issue began when the Post Office changed how they drained their property. It has now caused a concrete heave and a new problem of more seepage that comes up through the floor in the foyer, and is a growing issue. A suggestion was made to perhaps fill the trough between the buildings to build it up or to have the post office change the slope of their drainage. Mayor Salisbury indicated that he would talk to Mr. Saulcy about it and try to set a meeting to discuss the issue.

Rec Board Grant- Purchase of Picnic Tables-Summit Recreation \$2,481.00: Fagan-Craig moved to authorize the purchase of the tables at a cost of \$2,481.00, Loftice seconded and the motion was passed.

Fire Prevention and Safety Education- Supplies up t \$750.00: Clerk/Treasurer and Fire Department Secretary Harvey advised that it was time for the department to make their annual purchase of supplies. Craig moved to allow the purchase, Stull seconded and the motion was passed.

Union Wireless Request for Conditional Use- Set Hearing for November 12<sup>th</sup>: Clerk/Treasurer Harvey advised that the town had accepted the Conditional Use Application for consideration and the part of the process would be a Public Hearing before the Council. The Planning Commission would hold their hearing on November 4<sup>th</sup>. Stull moved to set a Public Hearing to be held during the Council meeting on November 12<sup>th</sup>, Loftice seconded and the motion was passed.

Executive Session- Personnel: At 7:32 p.m. Loftice moved to go into executive session for the purpose of discussing personnel, Fagan-Craig seconded and the motion was passed. Those in attendance were Mayor Salisbury and Councilmembers Bill Craig, Shannon Fagan-Craig, Kim Loftice and Gary Stull. At 7:59 p.m. Stull moved to return to regular session and seal the minutes and place them in the safe, Loftice seconded and the motion was passed.

### **OTHER MATTERS**

Councilman Crag asked to return to the Planning Commission report and noted that in the council packet were copies of letters sent by the Planning Commission about building permit violations, the most recent being a fence 15' into the street. He noted that the Planning Commission and made some exceptions to allow individuals to begin construction prior to having a permit. He expressed the opinion that no construction should begin without a permit, no exceptions. The council agreed. Clerk/Treasurer Harvey noted that the Planning Commission had already had the discussion due to recent events.


### **CORRESPONDENCE:**

**WAM, WAMCAT, WYDOT, UPRSWDD, CCEDC, CCVC, info & newsletters.**  
**Carbon County Planning & Development- Ryan Park/Barrett Ridge Communications**  
**Wyoming Department of Workforce Services-Rating Determination**  
**CCEDC-Thank You**  
**Wyoming Water Association Virtual Annual Meeting**  
**WY DEQ Industrial Siting- Rocky Mountain Power**

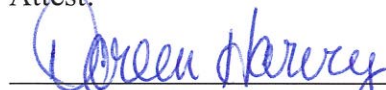
With no further business, Craig moved to adjourn at 8:02 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: November 12, 2020

  
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Greg Salisbury, Mayor

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer