

Town of Encampment
Regular Meeting
February 13, 2020
7:07 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday February 13, 2020 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Kimberly Loftice, Shannon Fagan-Craig and Gary Stull. Town personnel present were Kevin Shue, Police Chief; Doreen Harvey, Clerk/Treasurer and Katrina Nuhn, Maintenance/Operator. Also present was Stas Banach of the Planning Commission. Audience members were Sandy Martin, Jon Nelson of North Fork Engineering, Dana Davis of the Saratoga Sun and Emma Diercks of KTGA/KBDY Radio.

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

Stull moved to approve the minutes of the January 09, 2020 regular meeting as distributed, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that at 58.3% of the budget year revenues were at about 42.46% of projections and expenses were at about 26.02%. She noted that part of the reason was due to the good sales tax revenues during the past few months. Fagan-Craig moved to approve the January 2020 financial statement, the January 2020 payroll and liabilities in the amount of \$18,524.25, manual late monthly payments in the amount of \$6,660.65 and the regular monthly bills in the amount of \$33,616.70, Loftice seconded and the motion was passed.

Blue-Cross/Blue-Shield \$6,390.78
C.W. Nielsen Mfg. Corp. \$245.30
Carbon Power & Light \$5,393.47
Chem Dry of Snowy Range \$1,000.00
Consolidated Plastics Co. \$74.00
Galls, LLC \$478.38
Grainger, Inc \$251.28
HACH \$138.76
Karl's Auto Repair \$1,370.00
KTGA/KBDY \$480.00
Municipal Treatment Equip. \$233.74
North Park Propane, LLC \$1,254.96
Office Depot \$95.92
Perue Printing \$48.30
Quill Corp \$115.93
Riverside Garage & Cabins \$9.13
Rocky Mountain Air Solutions \$34.18

S.C.W.E.M.S. \$3,375.00
Saratoga Auto Parts \$99.69
Saratoga Sun \$276.00
Saratoga Platte Valley Chamber \$250.00
Shively Hardware Co. \$15.99
Trading Post \$100.00
Union Wireless \$533.41
UPRSWDD \$10,414.00
US Postal Service \$140.00
Valley Foods \$15.91
Visa \$349.57
WAM \$230.00
Wyoming State Fireman's Assn \$75.00
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$33,616.70

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$406.45
WRS Deferred Comp \$300.00
WY Retirement System \$2,465.38
WY Retirement- VFD \$240.00
Unemployment Insurance \$13.90
US Treasury \$1,595.18
US Treasury \$1,843.46
Net Payroll \$11,583.16
TOTAL \$18,524.25

Manual/Late Monthly Bills
Corkle Oil \$478.90
Hach \$6,148.00
Joy Martin \$33.75
TOTAL \$6,660.65

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Projects-Dredging Update/Financial Review: Jon Nelson from North Fork Engineering reported that he had met with Clerk/Treasurer Harvey to review the Intended Use Plan and 2020 SRF list and funding so far. He noted that CCCOG used revenue projections to estimate bonding costs and payback at the rate of \$350,000.00 countywide per month. So far, the tax collections are exceeding those projections at nearly \$2,000,000.00 collected from October through December. Distribution of the tax has been stalled due to some hurdles with the bonds, but there is a meeting of the

Specific Purpose Tax Joint Powers Board February 19th. The first payment from the tax should be significant.

Mr. Nelson also updated the council on the lagoon projects. He noted that in talking to contractors and to potential land owners about the use and application of the bio-solids from the project, application after August 15th would be the best due to haying season. Coordination with the disposal and dredging is on track. He noted that he is continuing to work with NRCS guidelines for application rates and will be obtaining soil samples to help project sludge and water content and estimate gallons per acre once the nutrient contents are known. He anticipates going out to bid in April or May targeting an August/September project.

Mayor Salisbury noted that he had watched the sample videos and that it looked like a good way to get rid of the sludge. Nelson noted that the drag line method would be preferred to hauling the sludge if one of the closer parcels of land can be used.

Mr. Nelson also reported that the Lagoon Improvement Project headworks and building in should also begin in July. The formal environmental consultant report on the biological analysis should be received soon and then then Phase 2 involving the aeration and treatment design of the headworks and building would begin. He will be working with staff on the dumpster and equipment necessary for the project.

14th Annual Music in the Park- Band Selection Ideas: Fagan-Craig noted that she had looked into some of the bands suggested and that most were booked for 2020. Clerk/Treasurer noted that she also had some suggestions for bands for the event had not had time to check on them. Harvey noted that the council might want to consider how they would like to select the band and what they would like to spend for the event. She noted the Town had been paying \$4,500.00 for Clayton. She stated that grant funding for bands is not what it used to be and that the council might consider reducing the budget for the band. Comments were made suggesting a limit for the band at \$3,500.00. Fagan-Craig offered to continue to look into the bands. Links of performances will be emailed to the council so that they can listen to them prior to making their selection.

CCSD#2 Rec Board Grant Application: Clerk/Treasurer Harvey reported that she had written the application for \$9,981.00 which included \$3,500.00 in utilities for the parks and opera house, \$3,000.00 for parks department wages, \$1,000.00 for music in the park and \$2,481.00 for replacement picnic tables. She noted that this grant request was similar to last years which had been awarded for the \$6,500.00 only. Loftice moved to approve submitting the grant application to the CCSD#2 Rec Board in the amount of \$9,981.00, Fagan-Craig seconded and the motion was passed.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: Chief Shue reported that he had a busy week and advised the council of some of the call statistics. He noted that he worked on getting certifications to do reports that need to be done and downloading updates to the taser and body cam. He will be working on policy and getting Spillman Software fixed. He will also be training with Saratoga Police Department on fire arms and has the radar unit scheduled for recertification. He also noted that a lock-down drill had been done at the school and that he was working with the counselors and with DFS on matters. He also attended the meeting of the Carbon County Communities Juvenile Services Board. Mayor Salisbury asked if he was enjoying the job. Chief Shue stated that he has no complaints so far. The council expressed their gratitude for his taking the job.

Department of Public Works: A written report was submitted.

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Planning Commission: Minutes were received. Clerk/Treasurer Harvey noted that their has been moved to March 11th.

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

Parks & Recreation: It was noted that Winter Carnival went fairly well. Fagan-Craig noted that numbers may have been down due to basketball games. She also suggested a grant be written to the Carbon County Visitors Council who wants to promote tourism and wants to sponsor more events in the winter time. They may be willing to provide more funding.

ADDITIONS TO THE AGENDA

Encampment School After Prom: A written request was received seeking financial support for the Encampment School After Prom Event. Clerk/Treasurer Harvey noted that the town donated \$100.00 in the past from the recreation budget. Loftice moved to provide funding in the amount of \$100.00 for the event Fagan-Craig seconded and the motion was passed.

NEW BUSINESS

Carbon County Communities Juvenile Services Board: Clerk/Treasurer Harvey noted that the county would like an official letter of appointment to the position. Fagan-Craig moved to appoint Police Chief Kevin Shue to represent Encampment on the board, Loftice seconded and the motion was passed.

Saratoga Platte Valley Chamber of Commerce Membership-Current Level \$250.00: Loftice moved to continue membership at the current \$250.00 level, Stull seconded and the motion was passed.

Carbon County Specific Purpose Tax Joint Powers Board-Ratify Signing the Amended Agreement: Clerk/Treasurer Harvey advised the council that this was the agreement sent out earlier in the month that required the change of a statutory reference before it could be approved by the Attorney Generals Office. The council had agreed to have the mayor sign the agreement. Stull moved to ratify the decision to have Mayor Salisbury sign the agreement, Loftice seconded and the motion was passed.

Resolution 2020-01- Carbon County Multi-Hazard Mitigation Plan- Adoption of Amendment: Clerk/Treasurer Harvey noted that the Carbon County Multi-Hazard Mitigation plan is an emergency plan that the Town of Encampment has already adopted by reference. The resolution is in order to adopt the plan as amended. Stull moved to pass Resolution #2020-01 adopting the amended plan as presented, Fagan-Craig seconded and the motion was passed.

Carbon County Fair Book Ad: Clerk/Treasurer Harvey noted that the council had been placing the ad at the \$65.00 rate. Fagan-Craig moved to continue the advertisement at the \$65.00 rate, Loftice seconded and the motion was passed.

Parts for Water Plant- Dupont Estimate \$1,428.00: Maintenance/Operator Nuhn noted that the quote was for a pressure switch and some air cards which are becoming obsolete. Stull clarified that the quote presented was the actual estimate. Stull moved to allocate \$1,428.00 toward the purchase of the items. Loftice seconded and the motion was passed.

Tap Application-Justin Sifford- Block 13 lots 6 & 7: It was noted that the applicant's intent is to build a day care on the property on Freeman Avenue. Clerk/Treasurer Harvey noted that the applicant had not paid the fee for the taps yet. Fagan-Craig moved to approve the application based on the collection of the tap fees, Stull seconded and the motion was passed.

Electrical Service at Japanese Garden: Maintenance/Operator Nuhn advised that there used to be outlets at the park and that the service was destroyed during the 2009-2010 project. For whatever reason the service was not abandoned at that time. Stull moved to abandon the service, Loftice seconded and the motion was passed.

Chief Shue- Purchase of Protective Vest: Clerk/Treasurer Harvey noted that this was a “must have” purchase and that it is unknown if the item would be under the \$500.00 spending limit or not. Fagan-Craig moved to approve the purchase of a protective vest for Chief Shue, Loftice seconded and the motion was passed.

Rawlins Daily Times Subscription Renewal- Increase from \$95.00 a year to \$120.00 a year: Stull questioned whether or not county notices would be in the publication. It was noted that Carbon County had designated the Saratoga Sun as their official newspaper this year. Stull moved to not to renew the subscription, Fagan-Craig seconded and the motion was passed.

Request for Street Closure- Kids Sledding Event: Resolution #2020-02: Clerk/Treasurer Harvey noted that a resident wanted to have a sledding event and want to close the same streets closed for Winter Carnival from 2:00 p.m. to 4:00 p.m. on February 22nd. The Town would provide the barricades for the event. Fagan-Craig questioned the liability to the town for the event. The council discussed the matter with Chief Shue expressing the opinion that the liability to the town would end at the barricade for the closure. The council agreed that it made sense and that the closure of the road was to ensure a safe event. Loftice moved to approve resolution #2020-02 for the closure of Rankin Avenue between Seventh and Ninth Streets and the intersection at Eight Street, Stull seconded and the motion was passed.


CORRESPONDENCE:

WAM, SPVCC, WYDOT, CCEDC, WBC, UPRSWDD, SCWEMS info & newsletters via email
USDA Forest Service- BCR Special Use Permit- Reply to Letter
WY Department of Revenue- Letter of Compliance
Carbon County Sheriff's Office
Wyoming Arts Alliance
Governors Arts Awards
Sagebrush Senior Center Thank you
Wyoming Water Users Association Membership Request
James Gores & Associates

With no further business, Loftice moved to adjourn at 7:22 p.m., Fagan-Craig seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: March 12, 2020



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer