

Town of Encampment
Regular Meeting
July 14, 2020
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Tuesday July 14, 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 and Ben Tieszen, Maintenance/Operators. Audience members were Ron Harvey and Josh Wood 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 stull seconded and the motion was passed.

MINUTES

Loftice moved to approve the minutes of the June 11, 2020 regular meeting as distributed, Fagan-Craig seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that she had not yet received interest from WYOSTAR. At 100% of the budget year, revenues were at about 67.47% of projections and expenses were at about 43.26%. She noted that the lack of distribution from the Specific Purpose Tax and lack of project expense were affecting the numbers. Stull moved to approve the June 2020 financial statement, the June 2020 payroll and liabilities in the amount of \$25,014.43, ratify the manual late monthly payments in the amount of \$5,380.88 and approve the regular monthly bills in the amount of \$24,038.35, Craig seconded and the motion was passed.

Big Bale Company \$56.20
Blue-Cross/Blue-Shield \$6,390.78
Carbon County Clerk \$12.00
Carbon Power & Light \$3,575.20
CNA Surety \$362.50
Corkle Oil, LLC \$837.00
Evergreen Disposal \$22.50
HACH \$213.03
North Fork Engineering \$1,169.00
One-Call of Wyoming \$28.50
Perue Printing \$12.95
Posey Wagon Portable Toilet Svc.
\$120.00
Riverside Garage & Cabins \$21.95
Rocky Mountain Air \$58.36
Saratoga Auto Parts \$73.69

Saratoga Do It Best Lumber \$19.55
Saratoga Sun \$174.00
Shively Hardware Co. \$155.03
Trading Post \$109.01
Union Wireless \$543.75
UPRSWDD \$9,193.00
Visa \$119.02
WAM \$578.33
WAMCAT \$65.00
Xerox Financial Services \$93.65
Xesi Document Solutions \$34.35
TOTAL \$24,038.35

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$546.60

WY Retirement System \$2,505.45
WY Retirement- VFD \$240.00
Unemployment Insurance \$56.26
US Treasury \$2,178.12
US Treasury \$2,390.46
Net Payroll \$17,020.82
TOTAL \$25,014.43

Late Bills/Manual Checks
Bandit Fireworks \$2,000.00
Dearborn Life \$42.93
Filmtec Corporation \$1,250.00
Pepperball \$999.95
Visa \$938.00
Russell, Doug \$150.00
TOTAL \$5,380.88

PUBLIC GUESTS

There were no public guests.

UNFINISHED BUSINESS

Sewer Improvement Lagoon Projects/ 2019 SPT Joint Resolution Distribution Agreement:

Clerk/Treasurer Harvey reported that an initial distribution will be made to entities totaling \$1,524,249.26 with the reserve of the tax collected to date being held to help ensure a good bond rating. The bond rating will be based on the counties portion of the project. A Joint Resolution Distribution Agreement between the entities was presented outlining the terms of the initial distribution. Loftice moved to approve the resolution as presented, Stull seconded and the motion was passed

Maintenance/Operator Position: Mayor Salisbury advised that he thinks the Town still needs to hold out on hiring the position until fall as we do not know what funding will be. Discussion ensued with Craig and Fagan-Craig advising that applications were taken, interviews held and an employee was written into the new budget. Stull asked Maintenance/Operator Tieszen what he thought about the matter. Tieszen noted that there might be opportunity to accept more applications if the council wanted to wait. He later noted that they are not in a bind yet, but will be getting behind. The new person cannot take call for at least six months. Discussion continued about the number of applicants and that there had been interviews. Mayor Salisbury stated that it is a very important position and that if a decision were made it would be on a trial basis with a six month probationary period. Mr. Wood from the Saratoga Sun questioned the impact of the decline in state revenue. Clerk/Treasurer Harvey advised that the new employee would be paid from the general fund and that the state revenue decline does impact the General Fund. Discussion considered with the council noting that there was a suited applicant and if he were still interested he should be given a chance. Clerk/Treasurer Harvey advised that the council deny all applications if they want to put it off. Stull moved to offer the position to the best suited applicant Fagan-Craig seconded and the motion was passed. Flexibility on start date will be extended to employee.

MOU for Prisoner Costs- Concerns after Execution: Clerk/Treasurer Harvey noted that a letter had been sent to the county about the issue, but a response had not been received yet. Mayor Salisbury advised that it is not a service we really use, and that costs go up. However, if a prisoner were hurt or had medical needs those charges could be billed to the town. He noted that the county protections here now have always been here. He expressed concern about getting tied into things that cost us money without say. The Town will wait for response from county. Saratoga Sun editor Josh Wood advised that Saratoga had also sent recommendations back to the county and that perhaps the Local Government Liability Pool had a role as they serve all entities.

Planning Commission -Letters of Interest: Clerk/Treasurer Harvey advised that there have been no letters of interest yet. The position will remain posted until filled.

COMMITTEE REPORTS

Department of Public Works: A written report was submitted.

Planning Commission: Minutes were distributed.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey advised that year-end transfers to reserves should be made in the amounts of \$5,000.00 to the Cemetery Fund; \$4,000.00 to the Park Safety Fund; \$10,000.00 to the Grand Encampment Opera House Fund; \$25,000.00 to the Fire Department Equipment Fund; \$10,000.00 to the Truck Fund; \$10,000.00 to the Equipment Replacement Fund and approximately \$18,497.82 to the Water Fund and approximately \$19,402.31 to the Sewer Fund. She advised that a new investment would be needed for excess Mosquito Abatement as the chemical had been obtained on sale. The Mosquito Abatement excess would be approximately \$4,415.97. Harvey noted that transfers are based on past practices and all excess enterprise revenue is transferred to the reserve for that enterprise. Loftice moved to allow the transfer to reserves as suggested and the establishment of the new investment, Stull seconded and the motion was passed.

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

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Carbon County Specific Purpose Tax Board-Reappoint Irene Archibald as Representative and Doreen Harvey as Alternate: Clerk/Treasurer Harvey advised that Archibald is critical to the board. The seats are three-year terms. Fagan-Craig moved to reappoint Irene Archibald to the Carbon County Specific Purpose Tax Board with Clerk/Treasurer Harvey as an alternate, Loftice seconded and the motion was passed.

Advertising for Music in the Park: Clerk/Treasurer Harvey advised that due to recent events she had did not have advertising estimates to present. She asked the council if they wanted to advertise as broadly as in other years with radio ads out of state or if they wanted to limit interstate travel and eliminate the Colorado radio ads. Fagan-Craig moved to allow up to \$1,000.00 for advertising in Wyoming and including the newspaper in Walden, Loftice seconded and the motion was passed.

Late Fee Suspension: Clerk/Treasurer Harvey advised that delinquencies that are happening are not necessarily COVID-19 related. She asked if the council wanted to continue or stop the suspension of late fees. Fagan-Craig noted that she believed most locals were back to work. Stull moved to reinstate late fees, Loftice seconded and the motion was passed.

Lien removal- Block 19 lots 17-24: Clerk/Treasurer Harvey advised that the property has sold and the account has been paid in full. Fagan-Craig moved to remove the lien, Loftice seconded and the motion was passed.

Ferguson Waterworks- Meter Purchase Estimate- \$15,641.60: Clerk/Treasurer Harvey advised that the estimate was for the replacement of another hundred meters from reserves. They are in the budget. Craig moved to approve the purchase of the meters at an estimated cost of \$15,641.60, Fagan-Craig seconded and the motion was passed.

Water Plant Purchase of SCADA: It was noted that the computer that was purchased to operate the plant is just not sufficient. Maintenance/Operator Tieszen noted that everything was currently working and than an estimate for the cost of the SCADA had not been received yet. It was noted that this repair is not optional and that the Town needs to move forward with the matter. Craig moved to authorize the purchase of another computer and SCADA to run the plant, Fagan-Craig seconded and the motion was passed.

Employee Wage Increase: Mayor Salisbury noted that the employees were doing an excellent job even either the loss of one. He noted that raises had not happened in some time. He would also like to set the rate for the new employee at \$16.00 an hour. Stull moved to approve a \$2.00 an hour raise for the three long-term full time employees, \$1.00 an hour for the part-time employee and set the rate for the new employee at \$16.00 an hour, Loftice seconded and the motion was passed.

Ratify Decision to Hire Diana Hood as temporary Deputy Clerk- Set Wage: Clerk/Treasurer Harvey advised that the Town had been very fortunate to have former employee Diana Hood willing to come back and help while she is gone. Fagan-Craig moved to ratify the decision to hire Ms. Hood at a rate of \$16.00 per hour, Loftice seconded and the motion was passed.

Councilman Craig asked the Mayor if he would like to release the name of the other employee hired. Stephen Fletcher will be offered the position and should start sometime after August 1st.

CORRESPONDENCE:

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

Carbon County Covid-19 Information and Resources

Carbon County 4-H Invitation

Jeff Properties

WWC Engineering

WAM Energy Leases

With no further business, Fagan-Craig moved to adjourn at 7:30 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC

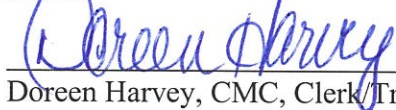
Clerk/Treasurer

Approved: August 13, 2020



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer