

Town of Encampment
Regular Meeting
March 12, 2020
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday March 12, 2020 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Shannon Fagan-Craig and Bill Craig. Town personnel present were Kevin Shue, Police Chief; Doreen Harvey, Clerk/Treasurer and Ben Tieszen, Maintenance/Operator. Public Guests were Crystal Gillen, Josh Saier and Schelby Merrill, Audience members were Sandy Martin, Jon Nelson of North Fork Engineering and Dana Davis of the Saratoga Sun.

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

AGENDA

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

MINUTES

Craig moved to approve the minutes of the February 13, 2020 regular meeting as distributed, Fagan-Craig seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported additional interest from WYOSTAR in the amount of \$2,753.39. She noted that at 66.64% of the budget year revenues were at about 47.93% of projections and expenses were at about 28.82%. She stated that part of the reason was that there had not been a distribution of the specific purpose tax or of projected grant funding. Clerk/Treasurer Harvey also noted that one of the bills in the warrant register included a credit on an account but that the full amount of the bill was included in the warrant register for approval. Craig moved to approve the February 2020 financial statement, the February 2020 payroll and liabilities in the amount of \$21,275.17, manual late monthly payments in the amount of \$180.92 and the regular monthly bills in the amount of \$40,996.15, Fagan-Craig seconded and the motion was passed.

Blue-Cross/Blue-Shield \$7,680.63
Carbon Power & Light \$4,729.04
CNA Surety \$100.00
Dearborn National Ins, Co. \$42.93
Encampment Petty Cash \$17.50
Evoqua Water Tech. \$5,040.00
Harvey, Doreen \$156.40
Little America \$188.00
North Fork Engineering \$8,921.44
North Park Propane \$1,743.00
Perue Printing \$39.90
Quill Corp \$221.23
Radar Shop, Inc \$63.00
Riverside Garage & Cabins \$32.01
Rocky Mountain Air Sol. \$34.18

Saratoga Auto Parts \$14.59
Shively Hardware Co. \$4.29
Simon Says Booking \$1,500.00
Trading Post \$158.88
Union Wireless \$532.51
Union Wireless, Misc. \$135.00
UPRSWDD \$9,157.40
US Postal Service \$153.00
Visa \$203.22
Xerox Financial Services, \$93.65
Xesi Document Solutions \$34.35
TOTAL \$40,996.15

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72

Workers Compensation \$471.28
WRS Deferred Comp \$300.00
WY Retirement System \$2,944.53
WY Retirement- VFD \$240.00
Unemployment Insurance \$15.95
US Treasury \$1,889.92
US Treasury \$1,924.34
Net Payroll \$13,412.43
TOTAL \$21,275.17

Manual/Late Monthly Bills
Norco \$180.92
TOTAL \$180.92

PUBLIC GUESTS

Crystal Gillen & Josh Saier- Sierra Madre Muzzle Loaders: Mr. Saier noted that they were present to thank the council for their past support of the Sierra Madre Muzzleloaders Mountain Man Rendezvous. He asked the council for support of this year's event with the use of the grounds, support of \$500.00 and to provide portable toilets as they have in the past. He noted that they would also like the use of the grounds June 6th for the Marion Baler Invitational Black Powder shoot, which is more of a club event. Fagan-Craig moved to approve the support of the event as requested, Craig seconded and the motion was passed. Mayor Salisbury commended them n a great event. Mr. Saier stated that it was staying steady with improving. Councilman Craig stated that he appreciated all that the club does and that it is a nice event. Everyone agreed and thanked them for coming to the meeting.

Schelby Merrill: Mrs. Merrill was present to advise about what is going on with child care in the valley. She advised that she was there to inform the council about activities, not to ask for anything. She informed them that there was a Facebook group that is going to form a 501(c)3 to try and deal with child care in the valley. As of June 1st, the child care facility in Saratoga will be shutting down. No one came forward to fill the director position. The Legacy Foundation is currently a pass through and that child care may be taken over as a Foundation, with the hopes of creating sustainable child care for the valley. She noted that there is a Facebook Page for the group and that there should be a board formed soon to establish *Valley Village*. They hope to provide child care and eventually early learning care. She noted that the building in Saratoga already exists and that it just needs to be brought to code. There could also be the possibility of expansion once it is established. Once they have established a 501(c)3 they will be eligible to apply for grants and be able to accept private donations. The council thanked her for the information and stated that it was an excellent idea, wishing her luck.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Projects: Jon Nelson, North Fork Engineering advised the council on the schedule and intent for phase one of the sewer project. Geotech is working on the design of the site building. He will be contemplating the bid documents and should be prepared to send out an RFP in April. Ads should be published May 6th and 13th with the pre-bid meeting held May 22nd. The bid opening should be held June 3rd with award of the contract at the June 11th meeting. Contracts would be finalized at the July 9th meeting. The improvements will be done first with a Notice to Proceed issued July 13th. That portion of the project will go until September 4th. At which time the dredging portion will be issued a Notice to Proceed. Mr. Nelson noted that there could be impacts to the project depending on the screen procurement time. It also depends on the bond money clients, the hold and trigger points of the bond issue although we are in a different situation. We thought we would have distribution by now.

In other matters, Nelson reported that they will be getting together with DEQ to discuss discharge exceedances. He noted that we are looking to discharge after July 1st. The exceedances will be bad, but everything will be much better once the project is done. Mayor Salisbury noted that the Town will be getting things done on the issue.

Clerk/Treasurer Harvey advised that she needed to transfer additional money from the '09 Specific Purpose tax reserve to cover the invoices that were approved earlier in the meeting. Fagan-Craig moved to approve the transfers totaling \$8,921.44, Craig seconded and the motion was passed. The council thanked Mr. Nelson for the update.

14th Annual Music in the Park- Thunder & Rain Ratify Contract/ Approval of Deposit \$1,500.00:

Clerk/Treasurer advised the council that Councilwoman Craig had worked very hard to find a band that was available for the August 1st event. She located a band called Thunder & Rain and it had been necessary to send out an email to get permission to sign a commitment to book the band. She asked the council to ratify that decision. Craig moved to ratify the contract with the band and to approve the \$1,500.00 deposit payable to Simon Says Booking, Fagan-Craig seconded and the motion was passed.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: A written report was submitted. Chief Shue advised that things were going well.

Planning Commission: Minutes of the March 11th meeting were distributed.

Department of Public Works: A written report was submitted.

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

ADDITIONS TO THE AGENDA

WASCOP Conference-Chief Shue: Chief Shue reported permission was no longer needed as the conference had been cancelled due to Coronavirus concerns.

Cody Fire School- Up to 8 Members plus Lodging and Expenses: Craig moved to approve up to 8 members to attend Cody Fire School, Fagan-Craig seconded and the motion was passed.

NEW BUSINESS

Platte Valley Arts Council Membership Renewal- Current Level \$200.00: Fagan-Craig moved to renew the membership to with the Platte Valley Arts Council at \$200.00, Craig seconded and the motion was passed.

923 McCaffrey Avenue- Repurchase of Abandoned Taps: Clerk/Treasurer Harvey noted she received the application and fees for the repurchase of the water and sewer taps for the property. Fagan-Craig moved to approve the reissue the taps along with Public Works recommendations on placement, Craig seconded and the motion was passed.

Local Government Liability Poole-Renewal Interview: Clerk/Treasurer Harvey noted that she had completed the interview document for the liability insurance renewal and had given it to the council for review. Fagan-Craig noted that it looked good and Craig stated he had no issues with the answers. Fagan-Craig moved to approve the renewal documents as presented, Craig seconded and the motion was passed.

Organizational Service Contracts-Friends of the Library \$500.00/ Encampment Riverside Lions Club \$500.00 Encampment Community Choir \$250.00: Clerk/Treasurer Harvey noted that there were a couple of letters of request in their council packet. She asked the council for permission to issue the Organizational Service Contracts as noted and budgeted. Fagan-Craig moved to approve the contracts as presented, Craig seconded and the motion was passed.

Purchase of Mosquito Chemical- Adapco \$3,572.25 & Freight \$85.00 per Barrell: Craig moved to purchase one barrel of chemical for mosquito control, Fagan-Craig seconded and the motion was passed.

Purchase of Computer for Water Plant- Dell- Estimate \$569.98 plus Freight: Maintenance/Operator Tieszen stated that the computer was to replace the one that controls the water plant. The current computer is now too old to dial into for support. Craig moved to approve the upgrade for the computer at the water plant, Fagan-Craig seconded and the motion was passed.

Carbon County Visitors Council- At-Large Seat- Nomination: Clerk/Treasurer Harvey noted that Councilwoman Fagan-Craig had expressed her interested in being nominated for the position. She had provided a letter of interest and was certainly well qualified. Mayor Salisbury moved to nominate Fagan-Craig for the position, Craig seconded and the motion was passed with Fagan-Craig abstaining.

Permission to Correct Expense Line used for CK#12874 KTGA/KBDY \$480.00 Purchase: Clerk/Treasurer Harvey reported that the transaction had auto-filled the category of *Grant Expense* which must have been how the vendors previous payment was funded. She noted that it should been funded as *advertising*. She did not want to correct the transaction without permission. Fagan-Craig moved to allow the clerk to correct the transaction, Craig seconded and the motion was passed.

Grant Tracking- Discuss Changes in Process: Clerk/Treasurer Harvey reported that she had been in discussion with the Department of Audit who did not like the way some of the grant transactions were recorded. She noted that some was electricity which was kept with the electrical expense for budgeting purposes and payroll items with payroll instead of in the *grant expense* line. She noted that she had spoken with Alicia at the Department of Audit and that it was okay to change how some of the transactions were categorized or to clarify and add memos to a few transactions. No payees or amounts would be changed. She asked the council for permission to clarify some of the transactions and offered to create a spreadsheet of changes for them if they would like. Craig moved to allow the clerk to make the changes, Fagan-Craig seconded and the motion was passed. The council agreed that providing them with a list of changes was not necessary.

CORRESPONDENCE:

WAM, SPVCC, WYDOT, UPRSWDD, SCWEMS info & newsletters via email

Wyoming Community Foundation GEOH Endowment Fund

WGIF-PFM Distributors

WAM-Nominations Packet

EPA-2019 Surface Water Treatment Snapshot

WM-JPIC- Request for Nominations

With no further business, Fagan-Craig moved to adjourn at 7:25 p.m., Craig seconded and the motion was passed.


Doreen Harvey, CMC
Clerk/Treasurer

Approved: April 9, 2020



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer