

Town of Encampment  
Regular Meeting  
April 9 2020  
7:07 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 9, 2020 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Bill Craig, Kimberly Loftice, and Shannon Fagan-Craig. Town personnel present were Doreen Harvey, Clerk/Treasurer and Kevin Shue, Police Chief. Audience member was Dana Davis from the Saratoga Sun.

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

**AGENDA**

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

**MINUTES**

Loftice moved to approve the minutes of the March 12, 2020 regular meeting as distributed, Fagan-Craig seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey reported that at 75% of the budget year revenues were at about 53% of projections and expenses were at about 32.2%. She noted that the lack of distribution from the Specific Purpose Tax and lack of project expense were affecting the numbers. Loftice moved to approve the March 2020 financial statement, the March 2020 payroll and liabilities in the amount of \$22,405.41, ratify the manual late monthly payments in the amount of \$3,442.25 and approve the regular monthly bills in the amount of \$39,677.40, Craig seconded and the motion was passed.

Adapco \$3,614.75  
Blue-Cross/Blue-Shield \$7,798.69  
Bridger Fabrication, LLC \$121.18  
Brown, Elizabeth \$4,000.00  
Carbon Power & Light \$4,729.85  
CNA Surety \$109.73  
Corkle Oil, LLC \$942.17  
Encampment Petty Cash \$13.50  
Ferguson Waterworks \$174.99  
Grainger, Inc \$48.40  
HACH \$213.03  
LGLP \$2,592.00  
Norco \$4.29  
North Fork Engineering, LLC \$1,028.00  
Office Depot \$153.15  
Posey Wagon Portable Toilet \$300.00

Rocky Mountain Air Solutions \$328.07  
Saratoga Auto Parts \$28.13  
Sensus USA, Inc \$1,715.95  
Shively Hardware Co. \$41.11  
Trading Post \$29.00  
Uline \$79.12  
Union Wireless \$546.45  
UPRSWDD \$9,104.25  
US Postal Service \$360.00  
Visa \$1,473.59  
Xerox Financial Services \$93.65  
Xesi Document Solutions \$34.35  
TOTAL \$39,677.40

PAYROLL TAXES AND LIABILITIES  
AFLAC \$76.72

Workers Compensation \$488.13  
WRS Deferred Comp \$300.00  
WY Retirement System \$3,100.99  
WY Retirement- VFD \$240.00  
Unemployment Insurance \$46.22  
US Treasury \$1,844.94  
US Treasury \$2,202.04  
Net Payroll \$14,106.37  
TOTAL \$22,405.41

MANUAL/LATE MONTHLY BILLS  
Thatcher \$1,133.32  
North Park Propane \$902.11  
Iddex \$58.82  
Evoqua Water Tech. \$1,348.00  
TOTAL \$3,442.25

**PUBLIC GUESTS**

There were no public guests.

**UNFINISHED BUSINESS**

Sewer Improvement Lagoon Projects: In the interest of limiting the size of the meeting a written report of project activities and projections was distributed to the town council. No action was taken on the project. Clerk/Treasurer Harvey advised the council that she needed to transfer \$1,028.00 from the 2009 Specific Purpose Tax investment to cover a recent project invoice. Craig moved to allow the clerk to transfer \$1,028.00 from the 2009 Specific Purpose Tax investment to cover the invoice, Fagan-Craig seconded and the motion was passed.

**COMMITTEE REPORTS**

Department of Public Works: A written report was submitted.

Planning Commission: No report.

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

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

### **ADDITIONS TO THE AGENDA**

Elizabeth Brown- Refund of Tap Fees: Clerk/Treasurer Harvey reported that she had a request to refund tap fees from Elizabeth Brown and that due to the amount being \$4,000.00 she had advised her she would refer the matter to the council. Craig moved to allow the refund of the fees and to have the clerk include a letter stating that no one can live in the house without water & sewer services, Fagan-Craig seconded and the motion was passed.

### **NEW BUSINESS**

FY19/20 Budget Ordinance as Amended- 1<sup>st</sup> Reading: Clerk/Treasurer Harvey reported revenues and expenses totaling \$1,755,973.13. She noted that the amendment was necessary since there was no new Specific Purpose Tax distribution and limited project expenses. She noted that it was also necessary to make some changes between line items and advised that she would have a list of changes for the second reading. Fagan-Craig moved to approve the 1<sup>st</sup> reading of the FY19/20 budget ordinance as amended, Loftice seconded and the motion was passed.

FY20/21 Budget Ordinance- 1<sup>st</sup> Reading: Clerk/Treasurer reported revenue and expense totaling \$1,875,636.02. She noted that she did not have cost estimate updates for the sewer projects and had not received the revenue projections from the state. She noted that the figures would definitely change, but that the 1<sup>st</sup> reading needed to be held in April. Craig moved to approve the 1<sup>st</sup> reading of the FY20/21 budget as presented, Loftice seconded and the motion was passed.

Public Works Purchases- Road Base \$9,999.00 / Culverts \$1,602.00: Craig asked how many loads of road base was included in the cost. Clerk/Treasurer Harvey noted that she did not have the information with her, but that she knew it was a significantly better deal than the last purchase. She confirmed that the purchase was in the budget. The number of culverts in the request was note as 10. Craig moved to approve the purchases, Fagan-Craig seconded and the motion was passed.

Advertise for Seasonal Employees: Clerk/Treasurer Harvey noted that last year there were three full-time seasonal employees and one that filled in. Craig moved to advertise for seasonal employees, Loftice seconded and the motion was passed.

Katrina Nuhn- Letter of Resignation- Advertise for Maintenance/Operator Position: Mayor Salisbury noted that he had talked to the clerk about the matter and had her put the position out for applications. Clerk/Treasurer Harvey noted that the ad has an application deadline of May 4<sup>th</sup> allowing time for the mayor and a council person to conduct interviews prior to the next council meeting if they choose.

Fagan-Craig moved to unfortunately and regretfully accept the resignation of Katrina Nuhn and advertise for a Maintenance/Operator position, Loftice seconded and the motion was passed.

Resolution #2020-03 Temporary Suspension of Late Fees on Utility Accounts: Clerk/Treasurer Harvey advised that the initial information about suspension of late fees was sent out from the Public Utilities Commission with the impression that municipalities must follow it. The Public Utilities Commission does not govern municipalities. She advised the council that she had drafted Resolution #2020-03 for the council based on the language in their document and that it was up to the council whether or not they took

any action to suspend late fees. She noted the March late fees would have been \$104.60. Late fees are charged to anyone who is delinquent in the same manner.

Discussion turned to the impacts already being created by the COVID-19 pandemic nationwide. Council discussed the issue noting that all of the 'giving away' happening nationally would eventually catch up to citizens, that financial matters would get much worse, unemployment is way up and that there are more lay-offs and reduced work hours. Mayor Salisbury stated that he hoped that people would continue to take the social distancing rules more seriously, noting there are lots of people coming in from the out of town increasing the local risk. Craig noted that it has been in place for three weeks and that it seems to be making no difference. Mayor Salisbury noted that people just need to keep their distance from one another and that we need to do what we need to do. It was agreed that the financial side of the issue could get much worse. Fagan-Craig noted that she had no issue waiving late fees for residents and made a motion to do it for March, April and May, with the matter being revisited in June, Loftice seconded and the motion was passed.

**WAM, WAMCAT, SPVCC, WYDOT, UPRSWDD, SCWEMS, CCEDC, LGLP, DEQ info & newsletters. meeting cancellations via email**

**Wyoming Department of Audit**

**Carbon County Covid-19 Information and Resources**

**Carbon County Treasurer- Vanguard Bankruptcy Information**

**Carbon County Planning & Development**


With no further business, Fagan-Craig moved to adjourn at 7:16 p.m., Loftice seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: May 14, 2020

  
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Greg Salisbury, Mayor

Attest:

  
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Doreen Harvey, CMC, Clerk/Treasurer