

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 14, 2020 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Shannon Fagan-Craig and Gary Stull. Town personnel present were Kevin Shue, Police Chief and Doreen Harvey, Clerk/Treasurer. Public Guests were Bob & Ros Herring. Audience members were Maggie Kelley of Chez Booze, Dana Davis of the Saratoga Sun and Emme Diercks of Bigfoot radio.

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

**AGENDA**

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

**MINUTES**

Stull moved to approve the minutes of the April 9, 2020 regular meeting as distributed, Fagan-Craig seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey reported that at 83.3% of the budget year revenues were at about 56.86% of projections and expenses were at about 35.92%. Clerk/Treasurer Harvey also noted the cost of the protective vest for Chief Shue exceeded the \$750.00 estimate and had an actual cost of \$1,010.02. Stull moved to approve the April 2020 financial statement, the April 2020 payroll and liabilities in the amount of \$29,771.87, manual late monthly payments in the amount of \$3,551.88 and the regular monthly bills in the amount of \$42,068.90 including the payment for the protective vest, Fagan-Craig seconded and the motion was passed.

Blue-Cross/Blue-Shield \$5,041.90  
Carbon Power & Light \$4,399.60  
Chez Booze \$100.00  
Enc. Community Choir \$250.00  
Ferguson Waterworks \$398.58  
Friends of Enc. Riv. Library \$500.00  
HACH \$359.79  
Karl's Auto Repair \$545.00  
Office Depot \$364.46  
One-Call of Wyoming \$7.50  
Plattoga Holdings, LLC \$9,999.00  
Quill Corp \$177.25  
Radar Shop, Inc \$212.50  
Riverside Garage & Cabins \$105.75  
Rocky Mountain Air \$599.95  
S.C.W.E.M.S. \$3,375.00  
Saratoga Auto Parts \$27.04

Saratoga Do It Best \$151.92  
Saratoga Sun \$136.00  
Shively Hardware Co. \$2,127.29  
Shue, Kevin \$84.75  
Town of Saratoga \$1,010.02  
Union Wireless \$533.82  
UPRSWDD \$9,676.35  
US Postal Service \$505.00  
Valley Fire Extinguisher \$671.95  
Visa \$543.17  
Xerox Financial Services \$93.65  
Xesi Document Solutions \$71.66  
TOTAL \$42,068.90

**PAYROLL TAXES AND LIABILITIES**  
AFLAC \$76.72  
Workers Compensation \$668.51

WRS Deferred Comp \$150.00  
WY Retirement System \$2,854.31  
WY Retirement- VFD \$240.00  
Unemployment Insurance \$22.93  
US Treasury \$4,876.04  
US Treasury \$1,586.22  
Net Payroll \$19,297.14  
TOTAL \$29,771.87

**MANUAL/LATE MONTHLY BILLS**  
Rocky Mtn Fire Systems \$475.00  
Thatcher Company \$1914.70  
North Park Propane \$1,068.27  
Riverside Garage \$93.91  
TOTAL \$3,551.88

**PUBLIC GUESTS**

Bob & Ros Herring: Mr. & Mrs. Herring were present to express a complaint about a draining issue at their property on Sixth Street. Mrs. Herring explained that the excess runoff in the ditch made it difficult to get from the driveway to the pavement. She noted that she has to put a board across it for access. She also stated that recent attempts to help by taking the slope off only made it worse. She advised that the city not try to help any more or to bring gravel for the ditch because it is washing away. She still cannot

drive off of Sixth Street and now she cannot mow either. She stated that the city had not helped her one iota. No action was taken.

### **UNFINISHED BUSINESS**

Sewer Lagoon Improvement Projects-Jon Nelson, North Fork Engineering: Mayor Salisbury advised that he had spoken with Mr. Nelson earlier in the week and that with current financial conditions no one knows where we are headed. He noted the possibility of postponing the dredging and headworks portion of the project for the time being and the possibility of purchasing some of the equipment ahead of time.

Mr. Nelson advised that some other factors also weighed into decisions. SLIB has a requirement on when we need to start spending the funding so we do not jeopardize the principal forgiveness, which we can address without issue. He noted a letter will also be necessary to tie out the infrastructure start date. He will put that together in the next week. We can also consider the purchase of equipment with the use of grant funding and that the screens have a longer lead time because they are a mechanical device, probably at least 14 weeks. He advised that if the Town does directly procure the equipment, there will be manufacturer warranty, but that the workmanship warranty may not be covered by the contractor. The Town would want to consider that when making decisions.

In other matters, Mr. Nelson noted that about 3.1 million dollars of Specific Purpose Tax has been collected county wide so far, which was performing higher than average prior to COVID-19. A distribution of about \$140,000.00 should be made to Encampment in July after the bond sale. He noted that Encampment is fortunate that they have reserves and can choose to start their project. He advised the choices for Encampment would be to put it off and be ready next year or to contemplate buying items and get them purchase knowing they would not be installed right away. The screens are estimated to cost between \$55,500 and \$72,000. Our cost would probably be mid-range. It is something that will need to go out to bid. It will require an ad with a specialized bid package and it will modify the construction contracts if we provide the equipment. Costs for the headworks building may also be discussed. The council that was present noted that it may be a lower cost if the Town purchased equipment now rather than later. Fagan-Craig moved to start preparing for the bid process for the headworks screen, Stull seconded and the motion was passed.

Hire Seasonal Employees- Set Pay Rates: Clerk/Treasurer Harvey advised that there were five applications for seasonal employees. The three employees from last year have reapplied. Consensus was reached that it would make sense to re-hire those already familiar with the job. Fagan-Craig moved to rehire the personnel used last summer with a \$1.00 an hour pay raise, Stull seconded and the motion was passed.

FY19/20 Budget Ordinance as Amended-2<sup>nd</sup> Reading/Set Public Hearing: Clerk/Treasurer Harvey noted that the amendment has revenues and expenses totaling \$1,760,773.13. Stull moved to approve the 2<sup>nd</sup> reading of the FY19/20 budget ordinance as amended, Fagan-Craig seconded and the motion was passed.

FY20/21 Budget Ordinance- 2<sup>nd</sup> Reading/Set Public Hearing: Clerk/Treasurer Harvey reported Revenues in the amount of \$1,884,635.63 and expenses in the amount of \$1,888,835.63 with the \$4,200.00 revenue shortfall in the Water Department. She noted that since the Water Department is an enterprise, it needs to be self-sufficient, and that the Town is likely heading toward a \$1.00 a

month water rate increase. Fagan- Craig moved to approve the 2<sup>nd</sup> reading of the FY20/21 budget as presented, Stull seconded and the motion was passed. The Public Hearing for both budgets will be held at the June 11<sup>th</sup> meeting.

### **COMMITTEE REPORTS**

Police Department: A written report was submitted.

Planning Commission: Minutes of their prior meeting were distributed.

Department of Public Works: A written Report was submitted.

### **ADDITIONS TO THE AGENDA**

Mother Mountain Anglers-Tale of Two Cities Disc Golf Tournament-letter of intent: A letter as submitted to the council detailing the details of the tournament schedule for June 13<sup>th</sup>. Mayor Salisbury noted that he expects that the Governors Guidelines to be followed, which may be tough with door prizes and lunch being served. He advised that we really need to try and maintain distances because the situation is not over, even though everyone thinks that it is. He reiterated that guidelines need to be followed as best we can. Fagan-Craig noted that she has been watching the Governor diligently and they are ready to shut it down and reschedule if they need to.

### **NEW BUSINESS**

PUBLIC HEARING-Liquor License Renewal's- Chez Booze, Inc & D's Bar & Grill: At 7:22 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comments on the renewal of liquor licenses for Chez Booze, Inc and D's Bar & Grill. hearing no comment, the hearing was closed. Fagan-Craig moved to renew the liquor licenses for both entities, Stull seconded and the motion was passed.

Set Mill Levy- 8 Mills: Stull moved to keep the mill levy at 8 mills, Fagan-Craig seconded and the motion was passed.

ISO Survey- Hydrant Flow Testing: Jon Nelson of North Fork Engineering presented a Task order for up to \$2,000.00 for help with hydrant flow testing. He noted that it is something the fire department has to do every 3-5 years. He noted that he has the equipment and that it might be something that the Public Works Department may be able to do. The task order would cover data or other potential stuff that might be required in the process. Stull moved to approve the task order for Hydrant flow testing as presented, Fagan-Craig seconded and the motion was passed.

Mosquito Abatement Program-Licensed Oversight-Katrina Nuhn \$599.00: Clerk/Treasure Harvey noted that former employee Katrina Nuhn was willing to let us operate our Mosquito Abatement program under her license at a cost of \$599.00. The public works personnel would do the legwork and Katrina would provide licensed oversight. Stull moved to utilize Katrina Nuhn and her Commercial Pesticide License for oversight in the Mosquito Abatement program at a cost of \$599.00, Fagan-Craig seconded and the motion was passed.

Software Upgrade for Water Plant Computer- Estimate \$4,900.00: Clerk/Treasurer Harvey noted that the old computer that was replaced at the water plant was Windows XP. So, new software is required. She also noted that personnel would like to continue to use the IT skills of Cindy Hamilton to try and

help save time and money during the upgrade. Fagan-Craig moved to purchase the software and utilize Cindy Hamilton for the upgrade, Stull seconded and the motion was passed.

Carbon County M.O.U.- Prisoner Costs: Clerk/Treasurer Harvey advised that the Memorandum of Understanding between Carbon County and the Town of Encampment basically outlines the terms and daily cost of housing a prisoner at \$143.49 per day. Fagan-Craig moved to approve the M.O.U as presented, Stull seconded and the motion was passed.

Doggett Greenhouse 200 Grand Ave.- Tree Yard- Lease Renewal: Clerk/Treasurer Harvey noted that the lease had expired at the end of April and that it was not on the agenda for the prior month. Fagan-Craig moved to approve the renewal of the lease in the Grand Encampment Business Park at the same terms, Stull seconded and the motion was passed. Clerk/Treasurer Harvey noted that their main lease for the greenhouse would be on he agenda for renewal in June.

Gonzales Brothers Tree Trimming-\$1,350.00 per day- Estimate \$4,050.00: Mayor Salisbury stated that he would like to see three days of tree trimming and advised that the contractors do a really good job. Stull moved to approve \$4,050.00 for Gonzales Brothers Tree Trimming, Fagan-Craig seconded and the motion was passed.

Parks, RV Park, Opera House- Discussion of Use: Mayor Salisbury stated that he believes the Town needs to follow the state guidelines at this point and keep the Opera House locked up until further notice. Clerk/Treasurer Harvey noted that there was a request to use the building for a graduation party that would likely be over 25 people before the current governor's order expires, she had advised the party to file for a variance. There is also a wedding scheduled for the end of June. Mayor Salisbury stated that it would be difficult to try and police the social distancing and that liability was a gray area. Both Stull and Fagan -Craig agreed that it would be difficult enforcing public health orders and that we have to try maintain things by being as safe as possible. It is hard to give permission for use under the current circumstances. The council agreed that state guidelines should be followed and the facility will remain closed. Fagan-Craig noted that we can approach the situation with changes as they come about.

In other matters, Clerk/Treasurer Harvey noted that the park bathrooms and bathrooms at the RV park are also closed. Fagan-Craig noted that she was okay with the RV Park being utilized. With the no water on and the restrooms closed social distancing rules will be followed. When the governors order changes we can modify the use. Comments were made about Wyoming residents being used to separation and concern was expressed about those from outside areas invading the area and bringing the risk with them.

E.S.R.I. GIS Annual Support Renewal \$1,750.00: Stull moved to approve the renewal of the GIS Software Support, Fagan-Craig seconded and the motion was passed.

Grand Encampment Cowboy Gathering- Update & request for Support: Clerk/Treasurer Harvey noted that there is \$500.00 in the budget for the event. Fagan-Craig moved to approve the support for the event based on the CDC Guidelines, Stull seconded and the motion was passed

Planning Commission- 3 Terms Expire June 30, 2020 / Advertise for Interest: Clerk/Treasurer Harvey noted that it is the practice of the council to advertise for vacancies. Anyone wishing to continue to serve can submit a letter of interest. Fagan-Craig moved to advertise for interest for residents wanting to serve on the Planning Commission, Stull seconded and the motion was passed.

Carbon County Visitors Council- Board Term Expires June 30, 2020: Clerk/Treasurer Harvey advised that John Farr had sent an email expressing his interest in continuing to serve with the board stating he is eligible to continue to serve. Fagan-Craig noted that she wouldn't mind seeing the position opened up for interest. Fagan-Craig moved to advertise for letters of interest for the position, Stull seconded and the motion was passed.

Request for Purchase- Barrell of Schaeffer's Oil – Estimated Cost \$1,145.10: Clerk/Treasurer Harvey noted that the Town generally purchases a barrel of oil every couple of years. Stull moved to approve up to \$1,145.10 for the purchase of a barrel of Schaefer's oil, Fagan-Craig seconded and the motion was passed.

Ferguson Waterworks- Purchase of Pressure relief Valves- Estimate \$746.10: Stull confirmed that the Pressure Relief Valves were something that we have in stock to provide to residents experiencing pressure issues. Stull moved to approve the purchase of the valves, Fagan-Craig seconded and the motion was passed.

Parks Department Purchase of Trimmers- Estimate \$780.00: Fagan-Craig moved to approve the purchase of two trimmers at the estimated cost of \$780.00, Stull seconded and the motion was passed.

WAM-JPIC- Health Insurance Renewal: Clerk/Treasurer Harvey noted that past increases have been from 5%-8% and that there was roughly no increase this year, just a small amount attributed to administration only. Fagan-Craig moved to renew the WAM-JPIC Blue Cross Blue Shield health insurance with the current benefit selections, Stull seconded and the motion was passed.

Police Vehicle- Electrical Repairs- Vehicle Discussion: Chief Shue noted that the vehicle had been towed to Dallin Motors in Rawlins. the dealership had been unable to get the vehicle to replicate the problem it was having with the #5 and #6 cylinders. There may be a problem with the ECM. The battery runs out of juice at 10 miles, and now it's a cylinder issue. Mayor Salisbury noted that perhaps a second battery could be added. Mayor Salisbury will contact the dealer to discuss the issue. Chief Shue provided the council with a list of options for a new vehicle including estimates for various models and upfits. He noted that he wanted to give the council the information and see where we are heading and what decisions would be best.

Fagan-Craig moved to fix and repair the vehicle with the clerk emailing out the estimated cost of repair for ratification later, Stull seconded and the motion was passed.

Establish New Investment Funds-ERVFD Fund / Impact Fund Investment: Clerk/Treasurer Harvey asked to council to consider establishing two new WYOSTAR investment funds to aide in clearly tracking the use of specific funding. Fagan-Craig moved to establish two new investment funds, Stull seconded and the motion was passed. The signers will be the same as all other town accounts.

Executive Session- Personnel: At 7:45 p.m. Stull moved to enter into Executive Session for the purpose of discussing personnel, Fagan-Craig seconded and the motion was passed Those in attendance were Mayor Salisbury, Councilmembers Fagan-Craig and Stull and Clerk/Treasurer Doreen Harvey. Harvey exited at 7:49 p.m.

Stull moved to return to regular session at 8:22 p.m., Fagan-Craig seconded and the motion was passed. Mayor Salisbury indicated that he forgot something. At 8:23 p.m. Stull moved to return to Executive Session, Fagan Craig seconded and the motion was passed. The mayor and council returned to the session. At 8:27 p.m. Stull moved to return to the regular session, Fagan-Craig seconded and the motion was passed. the minutes were sealed for placement in the safe.

Fagan-Craig moved to allow Mayor Salisbury and Councilman Bill Craig move forward with the applications for the Maintenance/Operator position, Stull seconded and the motion was passed.

**CORRESPONDENCE:**

**WAM, WAMCAT, WGIF, WYDOT, UPRSWDD, CCVC, LGLP info & newsletters.**

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

**Patrick Young**

**Encampment School-Thank You**

With no further business, Stull moved to adjourn at 8:28 p.m., Fagan-Craig seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: June 11, 2020

  
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Greg Salisbury, Mayor

Attest:   
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Doreen Harvey, CMC, Clerk/Treasurer