

Town of Encampment
Regular Meeting
June 11, 2020
7:07 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday June 11, 2020 at 7:00 p.m. with Mayor Greg Salisbury presiding. Council members present were Shannon Fagan-Craig, Kimberly Loftice, and Gary Stull. Town personnel present were Doreen Harvey, Clerk/Treasurer: Kevin Shue, Police Chief and Ben Tieszen and Brandon Jones, Maintenance/Operators. Public Guest was Irene Archibald. Audience members were John Farr, Sandy Martin, Mike Armstrong from the Saratoga Sun.

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

Moment of Silence in Honor of Saratoga Councilman Steve Wilcoxon: Mayor Salisbury announced that he would like to take a moment of silence in honor of Saratoga Councilman Steve Wilcoxon who passed away recently. He noted that Mr. Wilcoxon had been a good advocate for a lot of projects with the Town. He noted that the Town of Saratoga had lost a good councilman. A moment of respectful silence was observed.

AGENDA

Loftice moved to approve the agenda, Loftice stull seconded and the motion was passed.

MINUTES

Fagan-Craig moved to approve the minutes of the May 14, 2020 regular meeting as distributed, Loftice seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey reported that at 91.63% of the budget prior to amendment, revenues were at about 60% of projections and expenses were at about 39.64%. She noted that the lack of distribution from the Specific Purpose Tax and lack of project expense were affecting the numbers. Harvey also noted that WYOSTAR interest has not been received yet and that there was likely to be late bills as everything had not been received yet. Stull moved to approve the May 2020 financial statement, the May 2020 payroll and liabilities in the amount of \$19,338.72, ratify the manual late monthly payments in the amount of \$11,790.00 and approve the regular monthly bills in the amount of \$41,091.71, Loftice seconded and the motion was passed.

Blue-Cross/Blue-Shield \$6,390.78
Bridger Fabrication, LLC \$120.00
Carbon Power & Light \$4,027.01
Cowboy Glass \$600.00
Doggett Greenhouse \$50.00
Encampment Petty Cash \$28.00
Evergreen Disposal \$22.50
Ferguson Waterworks \$748.90
FilmTec Corporation \$4,900.00
Hamilton, Cindy \$510.00
North Fork Engineering \$11,077.00
North Park Propane, LLC \$854.94
Nuhn, Katrina Bergeson \$599.00
Office Depot \$201.08
Quill Corp \$188.97

Riverside Garage \$104.96
Rocky Mountain Air \$56.80
Saratoga Sun \$153.00
Shively Hardware Co. \$30.74
Trading Post \$78.65
Union Wireless \$547.37
UPRSWDD \$8,570.85
Visa \$1,094.45
Xerox Financial Services \$93.65
Xesi Document Solutions \$43.06
TOTAL \$41,091.71

PAYROLL TAXES AND LIABILITIES
AFLAC \$76.72
Workers Compensation \$436.24

WY Retirement System \$2,452.93
WY Retirement- VFD \$240.00
Unemployment Insurance \$14.55
US Treasury \$1,647.22
US Treasury \$1,751.14
Net Payroll \$12,719.92
TOTAL \$19,338.72

Late Bills/Manual Checks
E.S.R.I. \$1,750.00
MAD Transport & Towing \$351.00
Evoqua \$145.00
Paul Herring \$1,120.35
Dallin Motors \$8,423.65
TOTAL \$11,790.00

PUBLIC GUESTS

Irene Archibald- SCWEMS: Mrs. Archibald was present to update the council on quarterly activities with the South Central Wyoming EMS Service. She advised that she was present in lieu of representative Nikolas as the Grand Encampment Museum Board meets on the same night. She noted that they would try to come quarterly and that they would begin sending minutes which had likely not been sent since Karran Bedwell left the service. She advised that they had received about \$360,000.00 in impact funding

that have been able to establish a reserve with a years' worth of operational expenses at \$30,000.00 a month. Ambulance calls have seen a tremendous decrease and they need to maintain employees. She also reminded the council that impact money has paid for the Classic Air contract at \$30.00 per household as well as two chase vehicles. Two chase vehicles have been sold and another two are for sale. SCWEMS has also added two full-time personnel bringing full-time personnel to three. This has been necessary due to a lack of volunteers. She also noted that they have lost volunteers in Encampment, Medicine Bow and Hanna, that the future of the impact funding is not guaranteed and that they hope to purchase two new ambulances as they have begun to have major mechanical issues with those they have. She advised that the addition to the Saratoga Ambulance barn should be in August and is funded with Specific Purpose Tax through the Town of Saratoga. It will have additional office space, room for training and additional rooms. Discussion turned to ways to attract more volunteers. Fagan-Craig suggested an Open House event in the new facility, or the offering of local classes. Stull suggested perhaps something could be done during EMS week.

In other matters Mrs. Archibald, who also serves as the Town of Encampment representative and Chair of the Carbon County Specific Purpose Tax Joint Powers Board advised the council that the Specific Purpose Tax should begin distribution in July to non-bonded entities. The council thanked her for taking the time to attend and update them.

UNFINISHED BUSINESS

Sewer Improvement Lagoon Projects / Transfer from 2009 SPT Fund \$10,541.00: A written project update was provided by the engineer for the council. She noted that there is another delay expected with the bonding and the first distribution of the new Specific Purpose Tax. The first distribution may not be until August. Clerk/Treasurer Harvey advised that she received an additional invoice for the project in the amount of \$536.00 and that she needed increase the transfer from the 2009 Specific Purpose Tax fund to \$11,077.00. Stull moved to approve the transfer in the amount of \$11,077.00, Loftice seconded and the motion was passed.

PUBLIC HEARING-FY19/20 Budget Ordinance as Amended- 3rd & Final Reading: At 7:10 p.m. Mayor Salisbury opened a public hearing for the purpose of taking comment on the FY19/20 budget amendment. hearing no comment, the hearing was closed. Clerk/Treasurer Harvey advised that amendment contained revenues and expenses totaling \$1,760,733.13. Loftice moved to approve the 3rd and final reading of the FY19/20 budget as presented, Stull seconded and the motion was passed.

PUBLIC HEARING-FY20/21 Budget Ordinance- 3rd & Final Reading: At 7:12 p.m. Mayor Salisbury opened a public hearing for the purpose of taking public comment on the FY20/21 budget. Hearing no comment, the hearing was closed. Clerk/Treasurer Harvey advised that the budget included revenues and expenses totaling \$1,896,730.87. Stull moved to approve the 3rd and final reading of the FY20/21 budget as presented, Loftice seconded and the motion was passed.

Maintenance/Operator Position: Mayor Salisbury noted that he and councilman Craig had interviewed a couple of applicants. He advised that due to COVID-19 and uncertainty in revenues he thought it would be best to postpone a decision until August or September. The applicants were okay with the delay. He noted that the town should keep a tight rein on expenses until we know what is going to happen with revenues. Fagan-Craig stated that she would rather see us hire sooner than later and that the town has been paying three people for several years. Maintenance/Operator Tieszen stated that he would rather it be sooner than later, but that he agrees with the Mayor, to wait a little bit. He noted that he and Maintenance/Operator Jones could hold down the fort for a while. Mayor Salisbury reiterated that there

are a lot of unknown on the financials and that the new employee would be paid from the general fund budget. He would like to at least wait until at least August. No action was taken.

Planning Commission -Letters of Interest: Clerk/Treasurer Harvey noted that two letters had been received. Steve Reichert and Dawna Martin who currently serve expressed interest in continuing to serve. She noted that an advertisement to see if the third vacancy could be filled would be necessary. Fagan-Craig moved to reappoint Reichert and Martin to the Planning Commission for another term and to advertise again for interest in the remaining seat, Stull seconded and the motion was passed.

Carbon County Visitors Council- Board Member Interest: Mayor Salisbury addressed current Encampment representative John Farr who was seating in the audience asking him if he was willing to serve another term. He indicated that he was. Stull moved to reappoint John Far as Encampments representative on the Carbon County Visitors Council board, Fagan-Craig seconded and the motion was passed.

Police Vehicle- Ratify Repairs- Vehicle Discussion: Clerk/Treasurer Harvey advised that the bill from Dallin motors was \$8,423.65 and that the cost of the tow as \$351.00. Loftice moved to ratify the payment of the bills, Fagan-Craig seconded and the motion was passed. Mayor Salisbury noted that the engine came with a 3-year 100,000-mile warranty. He noted that Chief Shue had been looking at different prices, but that he would like to hold off a little bit to see how things go with the economy. He noted that the town does need to get another one at some point. Chief Shue noted that the sooner the order is placed the sooner it can get into production. Discussion turned to the unknowns of what might happen at the end of July unemployment is stopped. Mayor Salisbury stated that the current situation is not over and that there are still lots of unknowns. The item will be placed on the July agenda for discussion.

COMMITTEE REPORTS

Department of Public Works: A written report was submitted. Maintenance/Operator Tieszen advised that they were still working on the issue with the new computer at the water plant which was more complicated than they had thought, but that he was confident they would figure it out. He also noted that they had fixed ten more irrigation spigots and will wait on others that are just leaky so that the greenhouse does not have to be without water. They also confirmed for Mayor Salisbury that they have enough irrigation repair parts on hand currently. In other matters, Maintenance/Operator Tieszen noted that the three summer employees were working out well and that since they were the same crew as last year, they could be left alone and do good work.

Planning Commission: Minutes were distributed.

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

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

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

PUBLIC HEARING- Liquor License- the DiVide, LLC: At 7:22 p.m. Mayor Salisbury opened a Public Hearing for the purpose of taking comment on the liquor license application submitted by the Divide, LLC. Hearing no comment, the hearing was closed. Stull moved to approve the license, Loftice seconded and the motion was passed.

Resolution #2020-04 establishing the ERVFD Fund: Loftice moved to pass Resolution #2020-04 Establishing the ERVFD Fund invest, Fagan-Craig seconded and the motion was passed. The clerk noted it will be established with WYOSTAR.

Resolution #2020-05- Establishing an IT Policy: Mayor Salisbury noted that this policy was one of the requirements from the Department of Audit. Fagan-Craig moved to approve resolution \$2020-04 Establishing and I.T. Policy for the Town of Encampment, Loftice seconded and the motion was passed.

Resolution #2020-06 Establishing a \$1.00 per Tap Increase in Water Rate- Effective July 1st: Mayor Salisbury noted that it is hard to increase rates, but that we have to keep rates in line with expenses. Clerk/Treasurer Harvey noted that there has been a lot of instrumentation expense recently. Loftice moved to pass Resolution #2020-06 establishing a \$1.00 per tap rate increase for water with an effective date of July 01,2020, Stull seconded and the motion was passed.

Resolution #2020-07 Adopting the Revised Uniform Bail and Forfeiture Schedule: Clerk/Treasurer and Clerk of Court Harvey advised that the Uniform Bail and Forfeiture Schedule is what the Town of Encampment has adopted establishing fees for the municipal court. Loftice moved to pass Resolution #2020-07 adopting the Revised Uniform Bail and Forfeiture Bond Schedule, Fagan-Craig seconded and the motion was passed.

Resolution #2020-08- Authorizing the Submission of a WYDOT/TAP Grant- \$8,352.00: Clerk/Treasurer Harvey explained that the grant was for a new radar trailer at an estimated cost of \$10,440.00. Chief Shue advised that it has a larger scree, LED Lighting and data logging capabilities. The Towns match would be 20%. Loftice moved to approve Resolution #2020-08 authorizing the submission of the application, Stull seconded and the motion was passed.

Doggett Greenhouse- 100 Grand- Main Greenhouse Long-term Lease: Fagan-Craig moved to authorize the clerk to offer the lease to Gary & Mary Jacobsen with the same terms and allow them to select the term, Loftice seconded and the motion was passed.

Upper Platte Valley Solid Waste Disposal District Contract- One Year Effective July 01, 2020: Clerk/Treasurer Harvey advised that there would be no increase to the rate for the next fiscal year. Loftice moved to approve the contract as submitted, Stull seconded and the motion was passed.

Saratoga Ryan Park Museum District-Boundary Concerns: It was noted that the proposed district boundary reached beyond what was considered reasonable and that it could affect the Grand Encampment Museum. Fagan-Craig passed a map of the boundary to the council. Discussion ensued with the council instructing the clerk to draft a letter to the County Commissioners advising that they were not opposed to the Saratoga Ryan Park Museum District, but that they were opposed to the boundary exceeding the Town of Saratoga potentially affecting the revenue to other museums.

M.O.U for Prisoners Costs-Concerns After Executed: Mayor Salisbury advised that there had been some discussion about the covering the medical costs for prisoners, which Rawlins brought forth on the M.O.U that the council had passed last month. Towns would be invoiced for medical expenses. He noted that the clause was pretty vague and that in his opinion once taken into custody it should be the burden of the Sherriff's Office. He noted that we do not use the jail. If someone goes to jail from Encampment the arrest is made under the county. He noted is concerns about the legalities of the issue giving the example of a virus spread amongst prisoners, fights, etc. He noted that he thought the language needs clarified, or it should be rescinded. Loftice moved to have the clerk send a letter to the county asking that they clarify

the section about the town being responsible for medical care of prisoners, Stull seconded and the motion was passed.

Late Fee Suspension- Review of Issue: Clerk/Treasurer Harvey advised that late fee suspended in the last three months totaled \$296.41 and seemed to have no relation to COVID that she is aware of. asked the council if they wanted to continue the practice for June. The council noted that some impacts may have not surfaced yet. Fagan-Craig moved to continue with the suspension of the late fees for June and discuss the matter again in July, Loftice seconded and the motion was passed.

Ratify Repair of Door Glass- \$600.00: Looking into the hinge to see if it could be adjusted, installation of angle iron as a stop and the twisting of the door were discussed. Clerk/Treasurer Harvey advised that with the electric door, there was a contractor that installed it with the ADA project and perhaps that person could be contacted. Consensus was reached to continue looking into options to stop the door from impact on the rock wall when the wind gusts. Loftice moved to ratify the cost of replacing the glass at \$600.00, Stull seconded and the motion was passed.

Catering Permit Application-Bear Trap- Lions Club One Day Rodeo: Loftice moved to approve a catering permit for the event held on June 20th. Fagan-Craig seconded and the motion was passed.

Police Department Purchase of Pepper Ball Gun and Supplies- Up to \$1,100.00: Chief Shue noted that with problem dogs it could be used with paint balls, green for first time and red for repeats resulting in a ticket. The pepper balls can be used for problem bears. Discussion continued about the range being about 150 feet and the package containing all materials, training and certification for Chief Shue to become a trainer also. Chief Shue also noted that the Court of Appeals decisions also required officers to have "less than lethal" means to use first. He went further to explain to the council how the pepper ball works. When asked about refill of the nitrogen containers Chief Shue indicated that both Saratoga Fire Department and Encampment Fire Department have the capability of refilling them. With no further questions, Stull moved to approve up to \$1,100.00 for the purchase of the Pepper Ball Gun and supplies, Fagan-Craig seconded and the motion was passed.

Police Department Purchase of Computer up to \$1,000.00: Clerk/Treasurer Harvey noted that the current computer is getting old and only has 3-G of memory which is not sufficient to properly run software required. Information on a computer selection was distributed to the council. Stull moved to approve up to \$1,000.00 for the purchase of a computer for the Police Department, Loftice seconded and the motion was passed.

Purchase of Fireworks for 4th of July: Clerk/Treasurer advised that the town had \$2,000.00 to use toward fireworks and that the Town pays Doug Russell and his crew \$150.00 to put on the display. Stull moved to approve the purchase of Fireworks at \$2,000.00 and \$150.00 for Doug Russell to supervising lighting them off, Loftice seconded and the motion was passed.

Community BBQ/Music in the Park Event/ Community Yard Sale- August 1st: Mayor Salisbury noted that all events were messed up due to COVID-19 and the he did not think it was over. Clerk/Treasurer Harvey noted that the BBQ required planning and that should begin right away. Discussion ensued about what requirements might be in order to have the BBQ and how to do it safely. Consensus was reached to continue with the music portion of event but to cancel the Community BBQ. The Community Yard Sale will continue as it is at the discretion of the property owner whether or not to participate. Stull moved to continue with the Music in the Park event, but cancel the Community BBQ, and to advertise for preliminary interest in the Community Yard Sale, Loftice seconded and the motion was passed.

Use of Grand Encampment Opera House-Wedding June 26-27th and July 25th: The council discussed the Governors guidelines with limitation on indoor activities which are still in effect through June 30th. Both wedding events are large events and would exceed the threshold. There would be no way to ensure the guidelines were followed. Stull moved to continue to follow the state guidelines on indoor and outdoor events, Loftice seconded and the motion was passed. Park restrooms will remain closed and the water will remain off at the RV Park. It was noted that RV's would need to fill elsewhere as they have been

Request for Park Use August 29th-Bazaar & Hamburger feed- Seniors: Mayor Salisbury reiterated that the Town would be following the state guidelines. The clerk was advised to write a letter to the seniors advising them that the guidelines will be followed and that permission would not be granted at this time. We will have to see where we are in August

CORRESPONDENCE:

WAM, WAMCAT, WY Community Foundation, WYDOT, UPRSWDD, CCVC, info & newsletters.

GGG Briand-email to council

Carbon County Covid-19 Information and Resources

North Platte Valley Medical Center Solicitation

Grand Encampment Cowboy Gathering Cancellation

Great Divide Economic Development Coalition- CEDS Plan

WY Industrial Siting- Rocky Mountain Power-Gateway South

With no further business, Loftice moved to adjourn at 7:55 p.m., Stull seconded and the motion was passed.

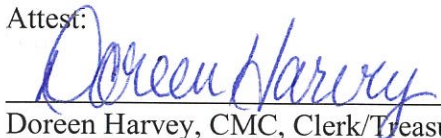
Doreen Harvey, CMC
Clerk/Treasurer

Approved: July 9, 2020



Greg Salisbury, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer