

Town of Encampment
Regular Meeting
April 13, 2023
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday April 13, 2023 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Ashley McKinney and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor; Trevor Vorn Maintenance Operator and Martha Ralston, Deputy Clerk. Public guests were Josh Saier and Crystal Gillen of the Sierra Madre Muzzle Loaders and Peggy Huntly. Audience members were Ted Benedict, Sandy Martin, Bob and Ros Herring, Jon Nelson of North Fork Engineering and Virginia Parker of the Saratoga Sun.

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

AGENDA

Banach moved to approve the agenda with the additions, McKinney seconded and the motion was passed.

MINUTES

Reichert moved to approve the minutes of the March 09, 2023 regular as distributed, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised the council that WYOSTAR interest had not posted. She advised that at 75% of the budget year revenues were at about 52.92% of projections and expenses were at 23.89% largely due to project delays. She noted that the Specific Purpose Tax Revenue was also performing better than expected. Banach moved to approve the March 2023 financial statement, the March 2023 payroll, and contracted liabilities in the amount of \$21,467.10, late monthly bills in the amount of \$5,242.84 and the regular monthly bills in the amount of \$36,045.63, Reichert seconded and the motion was passed.

Blue-Cross/Blue-Shield of Wy. \$5,888.61
Bridger Fabrication, LLC \$48.00
Carbon County Eco. Dev. Corp. \$250.00
Carbon Power & Light \$4,469.48
Corkle Oil, LLC \$1,423.00
LGLP \$2,301.00
North Fork Engineering \$2,928.40
North Park Propane \$1,984.31
Northwest CO Auto & Truck Parts
\$245.44
Olde Trading Post, LLC \$67.63
Quill Corp \$234.95
Riverside Garage \$160.07
Rocky Mountain Air Solutions \$132.84

SCWEMS \$3,375.00
Shively Hardware Co. \$255.60
Union Wireless \$584.78
UPRSWDD \$9,662.60
Visa \$1,912.17
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$36,045.63
PAYROLL & CONTRACTED
LIABILITIES
AFLAC \$76.72
Workers Compensation \$421.08
WY Retirement System \$2,895.31
WY Retirement- VFD \$300.00

US Treasury \$1,712.48
US Treasury \$2,016.52
Net Payroll \$14,044.99
TOTAL \$21,467.10

LATE MONTHLY BILLS
Comm. Technologies \$1,007.25
Corkle Oil \$1,235.94
Riverside Garage \$19.10
Saratoga Sun \$666.00
Corkle Oil \$1,919.55
WARWS \$395.00
TOTAL \$5,242.84

PUBLIC GUESTS

Peggy Huntly: Ms. Huntley was present asking the council questions about the possible use of the tennis courts for pickle ball. She noted that the sport was for all ages and that the seniors are into it. She asked about the maintenance and condition of the tennis courts, noting that they were not in good shape. She advised that they had also been used for skateboarding at one point. She noted that there was a grant submitted to the CCSD# 2 Rec Board for \$700.00 in equipment. Items such as possible heaving of the concrete and use of roll out mats that would be stored seasonally were discussed as

well as the possibility of storing equipment in the town hall foyer for easy access. Ms. Huntley stated that it would provide another community opportunity for exercise. Clerk/Treasurer Harvey noted that the only long-term lease with the school was for the bus lane and that she believed the tennis courts still under the ownership of the town, but that she would need to look into it. She noted she would need to look into the original funding source on the tennis courts to make sure there were no perpetual rules about use. It was noted that towns participation in the project would depend on cost and local interest in the sport. Mayor Fagan noted that first the town should be allowed to look at the condition of the tennis courts and look through records. Banach advised that there needs to be of a proposal or information on costs. Ms. Huntley noted further that a pickle ball court is smaller than a tennis court and that the game is great for community interaction. Mayor Fagan noted that the town would assume no risk or liability for items stored in the foyer, that perhaps an inventory could be kept in a box in the corner of the foyer. McKinney asked if there was a group that helped her put together the CCSD#2 Rec Board Grant. Ms. Huntly advised it was just her. The council agreed that the idea sounded good, but they would like to see more of a proposal. They thanked her for taking the time to attend.

Sierra Madre Muzzle Loaders- Josh Saier and Crystal Gillen: Mr. Saier advised that he was present to thank the council for their past support and to ask for the use of the grounds behind the museum for the Marion Baker Invitational Black Powder Shoot June 3rd and for the Mountain Man Rendezvous July 21st -23. He asked for continued support in the amount of \$500.00 plus four porta potties. He noted that the town crew was been great and very supportive. He noted that last year he, Ms. Gillen, and Clerk/Treasurer Harvey talked about possible signs limiting early set up. Tuesday and Wednesday were discussed for possible early camp setup days, with the council leaning toward Wednesday. Banach moved to approve the use of the grounds as requested no earlier than Wednesday of the week, along with \$500.00 and the porta potties, McKinney seconded and the motion was passed.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project: Mr. Nelson noted that the contract had been reviewed and certified by the attorney, That the bonds and insurance were received and just needed the mayor's signature. Banach moved to allow the mayor to sign the contract with American West Const Construction, McKinney seconded and the motion was passed.

Mr. Nelson noted that he also had the Notice to Proceed prepared but that it will not be valid until May 1st. Substantial completion will be September 30th with Final Completion by October 27th. McKinney oved to approve the Notice to Proceed, Banach seconded and the motion was passed. Mr. Nelson indication that there would be a pre-construction meeting the first week to report to the council on the project and that there would need to be a contact person for decisions that can be a consistent go-to person. The preference of one or two council persons and public works, noting that Bill Craig would be the most knowledgeable council person. Harvey noted that the mayor should likely be involved, also. Mr. Nelson noted that a set of construction plans with a signature block would be presented at the meeting and should be signed a that time. McKinney moved to allow the mayor to sign the plans at the pre-construction meeting, Banach seconded and the motion was passed.

In other matters, Mr. Nelson noted that since the Notice of Ward was issued the contractor has gone through the plans and met with subs and are working on value engineering the project. He had hoped to have something by meeting time, but if will be at least another week waiting on estimates from the

subcontractors. He cautiously advised that it might be up to \$100,000.00. He noted that the items they are looking at have no bearing on the outcome of the project and would not change the integrity of it. It will be their version of where we might make some changes. Banach noted that it sounded encouraging. Mr. Nelson advised that those dollars saved could be used to pursue the dredging. He noted that they are looking at other subs for that and still may be able to do it this summer.

Lastly, he presented an amendment to task order #18024-01 for North Fork Engineering in the amount of \$76,220.00 for changes in the scope of the project, geo-technical services for changes made in March of 2022, modification of design services, revisions and going through the bid process again. It also addresses the change of original task order of 80 days to 180 days of contract time to give a bigger block of time to increase bidders and to increase the budget for administration from the 80 days to 180 days. He advised that the changes were all covered under the ARPA grant that the town was awarded. Banach moved to approve the task order amendment as presented, Reichert seconded and the motion was passed. Mr. Nelson noted that North Fork Engineering was still holding with their original hourly rates for the project.

On other matters, Mr. Nelson extended his thanks to the town on behalf of the Sierra Madre Water and Sewer Joint Powers Board for the use of the emergency water connection. The project is complete, most of the 176,500 gallons used were lost in the leak. Clerk/Treasurer Harvey advised that she had sent them a bill as instructed which was about \$397.00.

Repair of Scale at Mill Site- Fairbanks Scales- Estimate: \$2,887.00: Public Works Supervisor Acord advised that the part was about \$400.00 of the repair and that the truck charge and labor accounted for the rest. Reichert moved to approve the estimate for the repair of the scale at \$2,887.00, Banach seconded and the motion was passed. Banach noted that if the new tenant is handed the scale in working order, that the town should expect that it be working when they give it back.

Green Mountain Customs- ADA Doors at Bathrooms- Estimate \$7,200.00: It was noted that the estimate from Anthony Rakness included parts and labor and cutting out the concrete and installing ADA doors. Mr. asked if the estimate included wiring and installation. He was advised that the door installed will not be electric, but they are wider than the existing doors. Mayr Fagan noted that the town had only received one bid on the project. Reichert moved to accept the bid from Green Mountain Customs in the amount of \$7,200.00, Banach seconded and the motion was passed.

Town Projects: Public Works Supervisor Acord advised that there were no updates and that a meter had been installed at the Japanese Garden, but that the power is off.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: No report.

Fire Department: Clerk/Treasurer and Fire Department Secretary Harvey noted that she has registered seven members for fire school.

Planning Commission: Minutes of recent meeting were presented to council.

Department of Public Works: Public Works Supervisor Acord advised the council that he would like the council to consider a temporary maintenance position with the seasonal help, perhaps a college

student. The council agreed and the matter will be discussed as part of seasonal labor under item #7 on the agenda.

Clerk/Treasurer- Doreen Harvey: Harvey advised that she had some transfers that she needed to complete. She noted that the lightning strike at the water plant had cost the town \$9,942.86 and that reserves needed to be allocated to cover that expense. Either 2009 Specific Purpose Tax or Water Department reserves could be used. She also noted that during the amendment process she noticed that she had missed a transfer of matching funds for September 2022 sewer project expenses in the amount of \$5,106.23 and needs to transfer current sewer project match in the amount of \$1,962.03 from the 2009 Specific Purpose Tax. She also advised the council that she would like to transfer \$250,000.00 from the general fund into the general fund reserve so that it could earn better interest. It was noted that the property insurance carrier should be contacted to see if they would cover any of the costs associated with the lightning strike. Banach moved to make the transfers as presented, with the lightning strike coming out of the 2009 Specific Purpose Tax, McKinney seconded and the motion was passed.

Recreation/Cemetery/Park: Clerk/Treasurer Harvey noted that a band was still needed for Music in the Park if anyone had any suggestions. Mayor Fagan noted that Pert Near Sandstone was also not available. She noted that she had a few other ideas and Mr. Nelson advised he would email her a suggestion.

Carbon County Council of Governments: Mayor Fagan advised that the next CCCOG meeting would be May 17th at the Opera House. The FCCLA will providing the meal. The dinner is at 6:00 p.m. and the meeting at 6:30 p.m. Clerk/Treasurer Harvey noted that she would need an RSVP as the event gets closer.

Watershed Protection Committee: Mayor Fagan noted that there was no update. They were waiting on results of grant applications.

ADDITIONS TO THE AGENDA

Purchase of Emergency Signs- Fire Department \$545.70: Clerk/Treasurer and Fire Department Secretary Harvey advised that there were safety issues on a recent call and that due to visibility issues and limited warning, people were driving into the scene. She noted that heavy duty, reflective *Accident Ahead* signs with tripods were needed. She clarified that the request was for two signs. Reichert moved to approve the purchase, McKinney seconded and the motion was passed.

WARWS Voting Delegate: Clerk/Treasurer Harvey advised that Maintenance/Operator Vorn was attending he Wyoming Association of Rural Water Systems conference at which a business meeting would be held. She noted that it customary to designate the person attending as a voting delegate on behalf of the town. Reichert moved to designate Maintenance/Operator Vorn as the voting delegate for the meeting, allowing him to vote his conscience, McKinney seconded and the motion was passed.

NEW BUSINESS

Purchase of Irrigation Parts-Estimate \$2163.21 Plus Freight: Public Works Supervisor Acord noted that it was the usual stuff. Banach asked if it included a buffer of parts so that there were no long-

term outages. Banach moved to approve the purchase as requested, Reichert seconded and the motion was passed.

Aerator Motor for Sewer- \$880.87 Plus Freight: Public Works Supervisor noted that they had lost another one. Banach moved to approve the purchase, McKinney seconded and the motion was passed.

Streets & Alley Purchases- Cutting Edges, Filters, Gravel, Lubes, Ports, etc.- Estimate \$15,896.35 Plus Freight: Public Works Supervisor Acord noted that the gravel would be put on Weston, and West Fifth and Sixth Streets. Reichert moved to allow the purchases as presented, Banach seconded and the motion was passed.

Water Dept.- Filters for Compressors, Testing Supplies- Estimate \$2,602.16: Public Works Supervisor noted that it was filters for the compressors and chemical. Clerk/Treasurer Harvey noted that all items were in the budget. Banach moved to allow the purchase as presented, Reichert seconded and the motion was passed.

Membrane Filters for Skids- Budget Discussion- Estimate \$79,030.40: Public Works Supervisor Acord noted that the plant was built in 2008 and the filters generally have a life span of 5-7 years. He noted that they are well past life span, but there are no issues now. When they fail they will fail quickly so we need to plan for that with lead time and time to get an EPA permit for both skids. They do have the option of upgrade. There are 16 modules short in each skid because the plant was built with growth in mind. Clerk/Treasurer Harvey noted that the expense has been a part of rates estimates and is in the reserves. She advised that the council might consider estimating \$90,000.00 so that there was room for unexpected costs. Mayor Fagan asked about the time frame for installation. Acord advised that it would be a couple of days with three people. A good solid plan will be needed when ETA is known. Banach moved to add the purchase to the new budget, McKinney seconded and the motion was passed.

E.S.R.I. GIS Support Renewal- \$1,979.10: Public Works Supervisor Acord advised that the expense is for the mapping software. Clerk/Treasurer Harvey noted that it is in the budget. Banach moved to approve the renewal of the ESRI GIS support contract, Reichert seconded and the motion was passed.

Advertise for Seasonal Employees: McKinney moved to advertise for three parks positions and one seasonal maintenance position, Banach seconded and the motion was passed. Wages were discussed briefly with the statement being made that any returning personnel were generally given a \$1.00 an hour raise. The wages for the maintenance labor position would be based on experience. Mayor Fagan asked that an executive session for the purpose of discussing personnel be added to the next agenda.

Encampment Preschool- Request for Support- \$1,250.00: Mayor Fagan noted that there was a letter of request in the council packet. Clerk/Treasurer Harvey noted that the service contract expense was in the current budget. McKinney moved to approve the request in the amount of \$1,250.00, Reichert seconded and the motion was passed.

Catering Permit- 307 Pub & Grub- May 6th Fundraiser at Opera House: It was noted that it was for the Fireworks Fundraiser that Mother Mountain Anglers was hosting. Reichert moved to approve the catering permit from 307 Pub & Grub for the event, Banach seconded and the motion was passed.

Purchase of Mosquito Chemical- Two Barrels-\$9,123.58 Plus Freight: Public Work Supervisor Acord noted that it is for the mosquito fogging chemical. Clerk/Treasurer Harvey noted that if the grant is approved, Carbon County Weed and Pest will pay for the chemical. The Town of Riverside is billed for their portion of the service. The fogging schedule was discussed briefly with the notation that Riverside was fogged three days a week at their request because they have more water and habitat. Banach moved to approve the purchase of the chemical, McKinney seconded and the motion was passed.

Proclamation- Designating April as Child Abuse Prevention Month: Mayor Fagan read a proclamation proclaiming April as Child Abuse Prevention month. Banach moved to pass the proclamation as read, McKinney seconded and the motion was passed. The proclamation will be displayed at the Town Hall and on the website.

WASCOP-Conference- April 24-27th, Chief Shue- Tuition & Lodging/Expenses: Clerk/Treasurer Harvey advised that the conference was Police Chief Shue's annual training conference. Banach moved to approve attendance to the conference and cover expenses, McKinney seconded and the motion was passed.

Carbon County Visitors Council- Vacancy: Mayor Fagan noted that current representative John Farr was not eligible to run again. He had been instrumental in the designation of the Battle Pass Scenic Byway. She noted that the board encourages hospitality, recreation and tourism and that an Encampment representative helps ensure some of the focus is here. Banach moved to advertise for letters of interest in the position, McKinney seconded and the motion was passed.

WAM- JPIC Board Ballot: Information and biographies had been presented to the town council. Options were discussed. Council agreed by consensus to cast a vote for Kelley Millar from the Town of Upton for the one-year seat and Kelley Lewis and Melissa Simental for the two-year seats.

Town of Riverside- Tower Information: Council members noted that they had no jurisdiction on the decisions made in Riverside. It was noted that the tower was a 150' mono pole. Banach noted he had no concern and that the tower would be located beyond Marks new storage building and that it would not require a light. Audience member Ros Herring noted that it would be similar to a tower considered and Elvis Herrings a few years ago. Audience member Gary Stull noted that he thought it was a big mistake to turn that tower down, increasing cell service in the valley. Audience member Ted Benedict noted that the company could consider a sub-lease on another tower. Clerk/Treasurer Harvey noted that she has placed a call to Union Wireless to see where they are at with their improvements to the tower in Encampment, since one of their selling points was improvements to coverage in Riverside. Mayor Fagan advised that anyone with concerns can offer their discussion to the Town of Riverside. No action was taken.

CCCOG meal- FCCLA Service Contract: Mayor Fagan advised that the FCCLA was willing to do the meal for the CCCOG meeting May 17th. Clerk/Treasurer Harvey suggested an Organizational Service Contract of \$1,000.00 allowing for the cost of food and for something for the students'

efforts. Reichert moved to approve up to \$1,000.00 for the FCCLA to cater the meal for CCCOG, McKinney seconded and the motion was passed.

FY2022/2023 Budget Amendment- 1st Reading- Revenue & Expenses \$3,906,032.74: Preliminary documents and notes were provided to council for review. Clerk/Treasurer Harvey noted that the biggest change was the addition of the ARPA grant for the sewer project. She noted that there had been some changes made between expense lines. She noted that the budget process requires three readings and a public hearing. Banach moved to approve the 1st reading of the FY2022/2023 budget amendment as presented in the amount of \$3,906,032.74, Reichert seconded and the motion was passed. Jon Nelson of North Fork Engineering advised the clerk that he would send her project expense projections.

FY2023/2024 Budget- 1st Reading- Revenue & Expenses of \$3,916,133.44: Clerk/Treasurer Harvey advised that she did not have the state revenue projections yet. She noted that she had made conservative revenue projections and was also awaiting a number of other estimates. Banach moved to approve the 1st reading of the FY2023/2024 budget in the amount of \$3,916,133.44, Reichert seconded and the motion was passed.

CORRESPONDENCE:

CCVC, CCEDC, CCSPTJPB, SCWEMS, SPVCC, UPRSWDD, WAM, USFS LaVA Project info & newsletters via email

**Carbon County Emergency Management- Saratoga Flood Summit information-email
Valley Village Child Care**

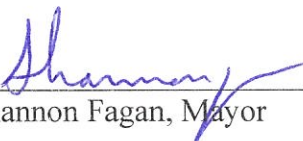
Carbon County Court House- Grand Reopening- May 12th

Jay & Vicki Ward- Thank you

With no further business, Reichert moved to adjourn at 8:25 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: May 11, 2023



Shannon Fagan, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer