

Town of Encampment
Regular Meeting
May 11, 2023
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 11, 2023 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Bill Craig, Ashley McKinney and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord, Public Works Supervisor and Trevor Vorn, Maintenance Operator. Public guests were Peggy Huntley, Wyatt Craig of Mother Mountain Anglers; Penny Layman and Carey Lake of SCWEMS and Yvonne Johnson of the Carbon County Economic Development Corporation. Audience members were Merle Van Orden, Sandy Martin, 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

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

MINUTES

Reichert moved to approve the minutes of the April 13, 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 83.3% of the budget year revenues were at about 58.83% of budget and expenses were at 26.72% largely due to project delays. Craig moved to approve the April 2023 financial statement, the April 2023 payroll, and contracted liabilities in the amount of \$18,828.46, late monthly bills in the amount of \$15,878.40 and the regular monthly bills in the amount of \$43,445.28, Reichert seconded and the motion was passed.

Big Bale Company \$325.00
Blue-Cross/Blue-Shield of WY \$5,888.61
Carbon Power & Light \$4,072.77
Comfort Inn \$832.00
Communication Technologies \$459.16
Cummins Sales & Svc \$462.71
E.S.R.I. \$1,979.10
Fairbanks Scales, Inc \$423.00
Galls, LLC \$147.22
Harvey, Ronald A. \$424.44
Martin, Brice \$427.06
Motorola Solutions \$1,689.65
North Fork Engineering \$2,786.40
North Park Propane \$2,176.60
Northwest CO. Auto & Truck \$654.33
Nuhn, Cory \$772.66
ODP Business Solutions \$111.95
One-Call of Wyoming \$18.00
Ramkota Hotel and Conf. Center \$543.00

Riverside Garage & Cabins \$144.87
Rocky Mtn Air Solutions \$145.68
Sensus USA, Inc \$1,715.95
Shively Hardware Co. \$252.23
Shue, Kevin \$88.29
Thatcher Company \$4,144.41
Union Wireless \$579.76
UPRSWDD \$8,375.00
USA BlueBook \$1,067.20
Valley Fire Extinguisher \$791.00
Visa \$1,825.48
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$43,445.28

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$76.72
Workers Compensation \$393.61

WY Retirement System \$2,596.48
WY Retirement- VFD \$300.00
US Treasury \$1,553.20
US Treasury \$1,670.96
Net Payroll \$12,237.49
TOTAL \$18,828.46

LATE MONTHLY BILLS
Encampment Preschool \$1,250.00
Schaeffers Lubricants \$4,929.35
Grainger \$2,368.73
Green Mtn Customs \$3,600.00
Honnan Equipment \$1,909.35
McMaster Carr \$1,345.97
Rocky Mtn Fire Systems \$475.00
TOTAL \$15,878.40

PUBLIC GUESTS

Peggy Huntly: Ms. Huntley provided the council with additional information on her request to utilize the tennis courts for pickle ball reiterating her request to have it cleaned up to make it usable or

advise what it would take. She asked if there was money in the rec department budget for the purchase of the net and possibly a roll out mat. Reichert noted that at the last meeting she had asked about storing equipment in the town hall foyer and he was not in favor of that, even on an honor basis. If people are interested in playing, they should have their own equipment or store it elsewhere. Mayor Fagan noted that she believes the tennis courts are usable. She noted that the need some weeds cleaned up, some fencing and some concrete work. The purchase of the mat is not within the means of the town. Ms. Huntley mentioned small tiles. Mayor Fagan noted that the council would need more information on that. They still did not see the clarity they were looking for with regard to the mat and net. Installation was not addressed. A \$400.00 net purchase does not address the installation and steel posts do go through concrete. Craig noted that the council needs to learn more from her about what it takes to install as existing net holders will not work. Marking paint or taping to court was also discussed. Mayor Fagan noted that the rec department has some money, but there is not enough information to make a decision. Reichert noted that he would also like to know about other interest in town. Ms. Huntley stated that the town should provide this opportunity for their senior citizens.

Mayor Fagan that first the Town crew will see about cleaning it up when summer help is available after they get their initial season work done. Secondly, they would like to know more about who interested in it and lastly more about the cost including installation of the components The council thanked Ms. Huntley for taking the time to come to the meeting again.

Mother Mountain Anglers- Wyatt Craig: Mr. Craig was present to advise the council about the fund-raising event they hosted to raise money for fireworks. Mother Mountain Anglers donated the music and food for the event and they were able to raise just over \$2,500.00 toward the 4th of July Fireworks. He presented the money to the town. The council expressed their sincere appreciation to Wyatt and Mother Mountain Anglers for their efforts on behalf of the community.

South Central Wyoming E.M.S- Penny Layman and Carey Lake: Ms. Laymen introduced Mr. Lake as the chairman of the board advising that he is also Nurse Practitioner for the Medicine Bow Rural Health Clinic. Mr. Lake noted that he was present to talk with the Town of Encampment and to brainstorm on how they might get more volunteers involved. He distributed some financial information to the council. He also noted that they are looking at a cost increase which will be going up \$4.00 per capita from \$13,500.00 a year to \$15,638.00. Councilman Reichert asked how the board could justify increasing the price when we have no service. Mr. Lake indicated that it would be raised throughout the service. They want to provide the service but they need more people. They are willing to pay training. Reichert noted that average age in Encampment was retirement. The young residents have jobs. Mayor Fagan asked about how many paid personnel SCWEMS has. Mr. Lake indicated that there are four full time personnel. Two in Saratoga and two in Hanna. There are also two part-time. Mayor Fagan noted that she would like to see some of them working up here as well, not just Saratoga and Hanna. Mayor Fagan noted that the lack of attention to our ambulance barn is an issue. Mr. Lake noted that Stayton is an outstanding director and that he will be up here if we can get anything going. It was noted that there is not an ambulance in our barn currently. Two are out of service for repair. There are replacement plans in the works, but that takes time. He discussed the potential of a rescue vehicle, to which the council advised it would still need to be staffed. Mr. Lake asked the council for other ideas. Discussion continued about the cost of ambulances and repairs. It was noted that they were tracking costs better in software to justify their decisions. Mayor Fagan suggest that they could consider an increase the volunteer wage. \$2.00 an hour is not much against paid staff. Councilman Banach suggested advertising radio, newspaper. It was noted that they last

time they advertised, the response in this area was zero. Ms. Layman noted that they want to have staff up here. There will be an Open House on May 20th at the ambulance barn in Encampment. The council thanked them for the update.

Carbon County Economic Development Corporation- Yvonne Johnson, Executive Director: Ms. Johnson handed out updates to the town council. She extended congratulations to the new councilmembers. She advised them that she has been the CCEDC for 2 ½ years and has enjoyed working in the position building relationships and rapport in business and industry. She walked the council through the reports she presented to them noting where funds are being spent and gave them a year in review presentation. She has provided letters of support for a number of projects and currently has some no disclosure items in the works. She also noted that the Seminoe Dam Hydro Storage Project was going through the permitting process and would have 1500 employees and 35 permanent positions. She has also helped with a number of referrals. She noted a number of other projects that are in the works including a Brownfield grant to clean up the west end of Rawlins. Ms. Johnson advised the council that the annual fundraiser will be held at the Platte Valley Community Center this year and that Governor Gordon will be in attendance. She noted that she will also be attending the Energy Summit this summer, stating that Wyoming is changing with consideration being given to other forms of energy such as nuclear, hydrogen, carbon capture and recycling. She also noted opportunities through Workforce Services for wage reimbursement of 80% on a two-year apprenticeship program. She advised the council that she is available to them, that she does not make promises that she cannot keep and that she will be more present for this end of the valley. Mayor Fagan thanked her for taking the time to come and update the council.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project-North Fork Engineering- Jon Nelson: Mr. Nelson reported that the pre-construction meeting was held and that Mayor Fagan, Councilman Craig and Public Works Supervisor Bill Acord were there along with the contractor and superintendent. Mobilization will take place the week of June 5th. Submittals have been received for approval. There may be some long lead times on electrical items that could be problematic. He discussed value engineering and noted that enclosures and panels were discussed. There may be cost savings on a couple of the panels, but it would be utilized in expediting the cost of electrical the electrical components. Banach noted that it sounded reasonable to make the change. Craig noted that he was okay with it as long as it was not in a corrosive environment. Mr. Nelson noted that if it was specified stainless, it will stay stainless. He noted that there were lots of deadlines to meet before October 1st and the 4th quarter discharge. We are holding waste water and need to get operational. Banach moved to approve the first project change order and direct the funds to expedite the project, Craig seconded and the motion was passed. Mr. Nelson noted he was still working in the dredging, but has no indications yet. They will also be meeting with Modern Electric and Carbon Power & Light to go over plans for the power drop.

In other matters, Mr. Nelson noted that his Master Service Agreement with the Town had expired in April. He noted that there are no cost specifics in it, as the cost specifics are in the task orders presented. He noted that it can be extended or renewed by letter. There are no changes proposed to the existing agreement. He presented a letter to the council to renew the agreement and align the expiration with the end of the mayoral term. Banach moved to sign the letter extending the contract through 12-31-2023, Craig seconded and the motion was passed.

FY22/23 Budget Amendment- 2nd Reading- Revenue/Expenses \$1,822,821.01: Clerk/Treasurer Harvey noted that some of the project expenses were removed and adjustments made so that the budget would be a closer reflection of where this are at. Craig moved to approve the second reading of the FY2022/2023 budget amendment with revenue and expenses totaling \$1,822,821.01, Reichert seconded and the motion was passed.

FY2023/2024 Budget- 2nd Reading- Revenue/Expenses \$3,957,067.78: Clerk/Treasurer Harvey noted that the Sewer Project changes have been added and that the only significant changes to the final reading would be the estimates on the town projects, if there were any. Craig moved to approve the second reading of the FY2023/2023 Budget with revenue and expenses of \$3,957,067.78, McKinney seconded and the motion was passed. The Council agreed that the Public Hearing would be held during the next council meeting.

Town Projects: Public Works Supervisor Acord advised that there had been one to two inches of water sitting in the pavilion. He noted that they might be able to blow the cracks out and seal them. Craig noted that he understood they might not have time to go to any great extent. Acord also noted that Gary Stull was going to be working with Black Diamond electric to get a quote on the main park and that they will be working toward getting an outlet gin in the Japanese Garden. Mayor Fagan thanked them for the information and commended both Public Works Supervisor Acord and Maintenance/Operator Vorn for doing such a good job.

Surplus Property- Bid Opening- John Deere 770 Motor Grader: Mayor Fagan noted that one bid had been received. She opened it and noted that Travis Blake had submitted a bid in the amount of \$6,101.00. Craig moved to accept the bid for the sale of the grader and authorize the mayor to sign the bill of sale, Reichert seconded and the motion was passed.

COMMITTEE REPORTS

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

Fire Department-Doreen Harvey, Secretary: Harvey advised that six students had attended fire school in Cody and that she was working on a possible grant through the state for the reimbursement of tuition and lodging.

Planning Commission: Minutes from their recent minutes were distributed.

Department of Public Works: Public Works Supervisor Acord noted that they had looked at the basketball court by the tennis courts and plan to take hoops off, remove the old power pole and get them cleaned up as well, as soon as they have seasonal help.

Carbon County Council of Governments- Shannon Fagan, Mayor: Mayor Fagan advised that the meeting will be here in Encampment on May 17th. FCCLA will be providing a taco bar. She noted invited the council to attend.

Watershed Protection Committee: No report.

ADDITIONS TO THE AGENDA

Saratoga Encampment Riverside Conservation District- Request for Funding Match: SERCD had submitted a grant application for monitoring in the watershed, but had not received full funding. They submitted a request for the Town of Encampment to partner with them by helping to purchase equipment in the amount of \$6,000.00. Questions were noted about who owns the equipment when monitoring is done, or if we had equipment that we might offer in order to save money. Discussion ensued about the type of equipment and the need for it to be portable. Mayor Fagan asked the council if they would like to commit to a dollar amount up to a certain point. Public Works Supervisor Acord noted that the only thing that we might have would be multimeters. Councilman Craig noted that he thought we could see if we can drop the cost by sharing, but that it was also important that we not wait. He noted that he was not in favor of loaning out what we have and stated that one of the employees needs to know how to monitor. Craig moved to spend up to \$6,000.00 in partnership with the SERCD for monitoring on the North Fork, unless we can get it reduced, Reichert seconded and the motion was passed.

Property Insurance Renewal: Clerk/Treasurer Harvey noted that the insurance carrier wanted to set a meeting to review the property insurance policy. She noted that she was not an expert on insurance and asked the council if one of them might be interested in taking the time to be a part of the meeting with the agent. Councilman Banach noted that he probably could if it could fit into his schedule.

NEW BUSINESS

PUBLIC HEARING-Liquor License Renewals- 307 Pub & Grub; SMLI Divide, LLC and White Dog Liquors: At 8:28 p.m. Mayor Fagan opened a public hearing for the purpose of taking comment on the annual liquor license renewals. Hearing no comment, the hearing was closed. Craig moved to approve the renewal of the liquor licenses for 307 Pub and Grub; SMLI Divide, LLC and Whit Dog Liquors, LLC., Banach seconded and the motion was passed.

PUBLIC HEARING- Conditional Use Permit- Brapping WY, LLC- 518 Pierce Avenue: At 8:30 p.m. Mayor Fagan opened a public hearing for the purpose of taking comment on the use of the home at 518 Piece Avenue for an Air BnB. It was noted that a letter had been sent to the property owner addressing neighbor concerns and they had responded. Hearing no comments, the hearing was closed. Banach moved to approve a Conditional Use Permit for the property as requested, McKinney seconded and the motion was passed.

PC Vacancies- 3 Seats Expire June 30, 2023- Advertise for Letters of Interest: McKinney moved to advertise for letters of interest Craig seconded and the motion was passed.

Ordinance #2023-01- Title 06-08-070-Dogs- "Running at Large Prohibited" 1st Reading of Amendment: Clerk/Treasurer Harvey noted that a typo had already been caught. Discussion ensued about the need for the ordinance amendment. Chief Shue advised a recent court case called in to question what control was, and that the attorney had drafting the amendment to add a level of control. The language used fits the fine schedule. Reichert noted that vicious dogs should be on a leash and not allowed to run house to house and that perhaps that should apply to any dog. Audience member Penny Layman noted that they live by the park and there are lots of dogs chasing around. She noted that she is okay with dogs, but not everyone is and that it does not give others the right to let their dogs roam into yards and that it certainly does not offer respect to property owners. Clerk/Treasurer Harvey noted that this is the first reading of an ordinance, which requires three readings and a public

hearing. Craig moved to pass the 1st reading of the ordinance as presented, Banach seconded and the motion was passed with Reichert voting no. More discussion will be held on the matter.

Carbon County Specific Purpose Tax JPB- Representative Term Expires 06-30-23: Clerk/Treasurer Harvey advised that she is currently the towns representative to the board and would be willing to continue to serve. Craig moved to reappoint Harvey to the Carbon County Specific Purpose Tax Joint Powers Board, McKinney seconded and the motion was passed.

Friends of the Library- Free Library Placement: Clerk/Treasurer Harvey noted that she had spoken with Public Works Supervisor Acord and Planning Commission/Council Member Banach last fall about the placement at the end of the sidewalk last fall and at the time they indicated that it would be an okay spot. She asked the council permission to allow the Friends of the Library group to place the stand there. Reichert moved to allow the placement, McKinney seconded and the motion was passed. Acord will review the area for irrigation lines.

Carbon County Visitors Council- Representative Seat Expires June 30, 2023: Clerk/treasurer Harvey advised that no letters of interest have been received. Reichert moved to place another advertisement, Banach seconded and the motion was passed.

Resolution #2023-03-Camping in Specified Public Areas During Specific Events: Clerk/Treasurer Advised that since the Town has an ordinance against camping in public areas without permission, a resolution is required to allow it for the events. Banach moved to approve the resolution allowing camping in specified areas for events exceeding local lodging capabilities, McKinney seconded and the motion was passed. Events noted with specifications were Woodchoppers Jamboree & Rodeo; Mountain Man Rendezvous; Tale of Two Cities Disc Golf Tournament and Chug and Tug Antique Tractor Pull.

Fire Department- LN Curtis- Replacement Fire Helmets- \$9,759.19: Clerk/Treasurer and Fire Department Secretary Harvey noted that the current helmets were purchased about 22 years ago and are no longer compliant. Those that attended Cody Fire School were able to look at helmets. Mayor Fagan noted that the Town has to protect their fire fighters. Craig moved to approve the purchase of the helmets plus freight, Banach seconded and the motion was passed.

Jones Simkins- Letter of Engagement for Audit Services- \$13,500.00: Clerk/Treasurer Harvey noted that the auditor was new for the Town last year and that they were a pleasure to work with and met their deadlines. Reichert moved to approve the letter of engagement for audit services for Jones Simpkins in the amount of \$13,500.00, Craig seconded and the motion was passed.

CPR/First Aid for Employees: Mayor Fagan noted that SCWEMS would be giving a first aid class for employees and council Monday June 5th from 8:00 to Noon at a cost of \$30.00 per person. SCWEMS representative Penny Layman noted that it might be lowered to \$25.00 per person which includes the cost of \$17.00 per card issued. Discussion ensued about inviting the public and possible class size limits. It was agreed that the class would not be open to the public, but that the fire department would advised be in case anyone needed a refresher. Banach moved to approve the cost for the class, Craig seconded and the motion was passed. Ms. Layman will advise the town hall on class size.

Senior Banner Costs: Mayor Fagan noted that the pole banners had been purchased through VisPro. net in the past. She estimated the cost would be \$2,060.28 fir twelve seniors not including shipping or expedited service costs. She asked if the council wanted to do it again. Banach noted that he would rather put the money into the seniors and that he was not sure it mattered. Mayor Fagan noted that after display in the community, they are given to the student. Craig moved to approve the purchase, McKinney seconded and the motion was passed.

Organizational Service Contracts as Budgeted-FCCLA/Prostart \$1,000/ Sagebrush Senior Center \$1,250.00/ Encampment Riverside Lions Club \$500.00 / Grand Encampment Cowboy Gathering \$500.00/ SMML Mtn Man Rendezvous \$500.00: Clerk/Treasurer Harvey noted that the Organizational Service Contracts were items in the current budget. Craig moved to issue the Organizational Service Contracts as noted, Reichert seconded and the motion was passed.

Planning Commission- Mobile Home Issues: Discussion on this item was postponed to the next meeting. The council gave Clerk/Treasurer Harvey permission to send letters to the property owners opening a discussion on the issue.

WAM-JPIC Blue Cross Blue Shield- Annual Renewal- Employee Health Insurance: Clerk/Treasurer Harvey noted that the increase was about 6.2% which was less than the industry standard. Craig moved to renewal the employee health insurance package, McKinney seconded and the motion was passed.

Executive Session- Personnel: At 8:50 p.m. Councilman Craig moved to go into executive session to discuss personnel issues, Reichert seconded and the motion was passed. Those in attendance were Shannon Fagan, Mayor and Stas Banach, Bill Craig, Ashley McKinney and Steve Reichert, Council. At 9:05 p.m. McKinney moved to return to regular session, Craig seconded and the motion was passed. Craig moved to hire returning seasonal parks department personnel Shellie Martin at \$17.00 an hour and Hayden Crow at \$13.00 an hour; and new parks personnel Eckerley Pickett at a rate of \$12.00 per hour, Reichert seconded and the motion was passed. Banach moved to hire Kaben Picket as seasonal maintenance at the rate of \$15.00 an hour, Reichert seconded and the motion was passed.

Executive Session- Possible Litigation: At 9:10 p.m. Banach moved to return to executive session for the purpose of discussing possible litigation, McKinney seconded and the motion was passed. Those in attendance were Shannon Fagan, Mayor; Stas Banach; Bill Craig Ashley McKinney and Steve Reichert, Council. At 9:35 p.m. McKinney moved to return to regular session, Reichert seconded and the motion was passed. There was no action as a result of the executive session.

Mayor Fagan noted that the council had not completed all of their action regarding employees after the previous executive session. McKinney moved to provide a \$1.00 an hour raise to Maintenance/Operator Trevor Vorn and to Clerk/Treasurer Doreen Harvey effective May 16, 2023, Banach 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

05-11-2023toe.min

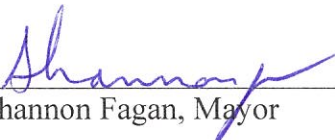
P.8

**Wyoming Historical Foundation
Encampment Preschool Thank you**

With no further business, McKinney moved to adjourn at 9:36 p.m., Reichert seconded and the motion was passed.

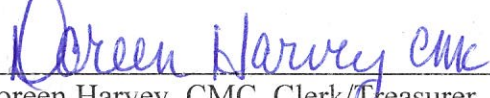
Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 08, 2023



Shannon Fagan, Mayor

Attest:



Doreen Harvey, CMC, Clerk/Treasurer