

Town of Encampment
Regular Meeting
August 10, 2023
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday August 10, 2023 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were 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 Nicholas Chadwick, Bill & Georgia Schroer and Robert Daily of the Platte Valley Car Club and Wyatt Craig and Jacob Munson of Mother Mountain Anglers. Audience members present were Daniel Smith of American West Construction, Jon Nelson of North Fork Engineering and Zeb Munson 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 July 13, 2023 regular meeting and the July 20, 2023 special meeting as distributed, McKinney seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised the council that WYOSTAR interest had not posted and that all bank statements had not yet been received. She advised that at 8.33% of the budget year revenues were at about 3.88% of projections and expenses were at 1.7%. Reichert moved to approve the July 2023 financial statement, the July 2023 payroll, and contracted liabilities in the amount of \$28,363.97, late monthly bills in the amount of \$55.50 and to pay the regular monthly bills in the amount of \$57,115.14, McKinney seconded and the motion was passed.

Big Bale Company \$75.51	One-Call of Wyoming \$26.25	TOTAL \$57,115.14
Black Mountain Software \$2,245.00	Peruc Printing \$43.75	
Blue-Cross/Blue-Shield of WY \$6,284.67	Pine Lodge \$180.00	PAYROLL & CONTRACTED
Carbon County Economic Dev. Corp. \$250.00	Poscy Wagon Portable Toilet Svc \$520.00	LIABILITIES
Carbon Power & Light \$3,240.10	Quill Corp \$45.18	AFLAC \$76.72
Communication Technologies \$151.45	Rawlins Times \$201.00	Workers Compensation \$587.79
Corkle Oil, LLC \$2,471.75	Riverside Garage & Cabins \$128.75	WY Retirement System \$2,742.00
Erickson and Roberts \$195.00	Rocky Mountain Air Solutions \$144.40	WY Retirement- VFD \$337.50
Evergreen Disposal \$22.50	Rocky Mountain Fire Systems \$360.00	US Treasury \$2,324.94
Galls, LLC \$94.98	Shively Hardware Co. \$601.92	US Treasury \$2,648.32
Green Mountain Customs \$3,600.00	Union Wireless \$577.44	Net Payroll \$19,646.70
Harvey, Doreen \$368.77	UPRSWDD \$9,517.50	TOTAL \$28,363.97
Industrial Chem Labs \$114.03	US Postal Service \$176.00	
Jackson County Star \$200.00	Visa \$941.95	LATE MONTHLY BILLS
McMaster-Carr \$50.84	Xerox Financial Services \$91.75	Saratoga Sun \$55.50
North Fork Engineering \$24,164.65	Xesi Document Solutions \$30.00	

PUBLIC GUESTS

Platte Valley Car Club: Nicholas Chadwick, Bill and Georgia Schroer and Robert Daily were present on behalf of the Platte Valley Auto Club. They presented a donation on behalf of the club to Chief Kevin Shue of the Police Department thanking him for his service. Chief Shue thanked them all for the donation.

Mother Mountain Anglers- Wyatt Craig and Jacob Munson: Mr. Crag advised that he had been contacted and advised that the Tour of Wyoming disc golf tournament has a PGA sanctioned event that has chosen Encampment as the 20th stop on the tour. He noted that this was a great opportunity for the valley. He asked to reserve the park on September 2nd. Councilwoman McKinney ask to verify that it would include Riverside as well. Mr. Craig noted that it would. The council granted permission by consensus to allow the use of the park. The clerk will check the calendar to see if there are any conflicts for that day.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project-Pay Application #1 \$295,940.67: Engineer Jon Nelson reported that everything was going well. American West has been on site and that there has been work on utilities by sub-contractor Modern Electric installing conduit, grounding rings and that there has been concrete poured including the slab for the headworks pored today. Most if the pipe is already in ground and needs to be tied in. He noted that he is comfortable with progress and that most of the work will be above ground by next week. The building subcontractor will start work. He noted that he has submitted pay application #1 in the amount of \$295,940.67. He is awaiting the certified payroll reports and suggested to the council that they not release payment until all of the certifications are received. He noted that he has been sending certified payroll statements and interview information to the state as received. He also noted that the consensus for the selection of colors for the tin on the building would be light stone for siding and white for the roof. Mr. Nelson also reported that dredging contractor was wanting the lagoon emptied to sludge level. He noted that the Town does not have capacity in the other cell to meet that and that it was specified at 3' level in the bid. He wanted to advise the council of the request and noted that he anticipated the dredging to start within the next few weeks. Reichert moved to approve American West Construction pay application #1 in the amount of \$295,940.67, McKinney seconded and the motion was passed. Matching funds for the project will be transferred from the reserves and a grant claim will be completed.

Town Projects- Electrical at Park; Park Pavilion Damage; Leach Field at Water Plant; Town Hall Drainage-Updates, if any: There were no updates.

COMMITTEE REPORTS

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

Planning Commission: Minutes of their recent meeting were submitted. Clerk/Treasurer Harvey noted that the Planning Commission had an application submitted on a property that had initially been approved for a business use. After approval, the property owner had changed that use to a residential use. She noted that residential uses are allowed in the business district, but that it has been the practice of the planning commission to apply the least restrictive residential setbacks to a residential use rather than the zero-setback allowed for businesses. She noted that the Planning Commission wanted to confirm with the council which setbacks to apply. An application was received or a fence and a deck on the property. Mayor Fagan noted that she believed that the least restrictive R-2 setback should be applied. Councilman and Planning Commission Chairman Reichert noted that he could see the setbacks applied either way. The property owner already has concrete that would not meet R-2 setbacks. It was noted that what was permitted legally has become a "legal non-conforming use." McKinney asked how it would affect the property owner. Reichert noted that he believed that the deck would not meet the setback. Mayor Fagan noted that new applications should be made to conform with the use. The council agreed by consensus that the residential setbacks

should apply. Clerk/Treasurer Harvey advised the council that Planning Commission member Dale Davis would be meeting with Mr. Sifford over the weekend. The clerk was instructed to advise Mr. Davis of the councils wishes to use the R-2 District setbacks and for him to advise Mr. Sifford to come to a council meeting and speak with the council directly if he has any questions.

Department of Public Works: A written report was submitted.

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

Recreation Department: Clerk/Treasurer Harvey advised that the Carbon County Visitors Council grant for Winter Carnival was due on August 21st. She noted that Deputy Clerk Martha Ralston was working on the application as a training exercise. She noted that she discovered that Alyx Munson had moved to Saratoga but that she has expressed the interested to continue as Winter Carnival Chair if the council was willing. Mayor Fagan noted that she would like to see things done earlier with setup of committee meetings and for her to ask for help if she needs it. McKinney noted that she has done a good job and that she would be willing to help if needed. McKinney moved to hire Alyx Munson for up to 40 hours at a rate of \$15.00 per hour to chair Winter Carnival, Reichert seconded and the motion was passed.

Carbon County Council of Governments: Mayor Fagan noted that there was an email snaffu with the location of the last meeting and that she had not made it to the meeting.

Watershed Protection Committee: Mayor Fagan noted that they have started testing and will test once a month through September. Public Works Supervisor Acord noted that they did get a batch of tests back, but that he does not have the results yet.

ADDITIONS TO THE AGENDA

Handled under Public Guests and under the Planning Commission report.

NEW BUSINESS

Mayoral Appointments- Municipal Court Judge: Mayor Fagan noted that she spoke with Deryl Novak and that he was interested in service one more term. Reichert moved to appoint Deryl Novak as Municipal Court Judge at a rate of \$75.00 per case, McKinney seconded and the motion was passed. It was noted that the council might consider an appointment for an alternate judge.

Property Insurance Renewal Update: Clerk/Treasurer Harvey advised that she did not have any update on the renewal, but that the current carrier had sent notification that they would not be renewing. The broker is working on getting bids from other carriers.

Damaged Mobile Home at 111 E. Eight Street: Mayor Fagan noted that it did not appear that there had been any additional activity on their part. Public Works Supervisor noted that he did see some items being removed from the structure. The clerk was instructed to write them another letter based on the ordinance and to have the Police Chief serve it to them asking for a response or update no later than September 30th.

Public Office Training- August 23rd: Clerk/Treasurer Harvey noted that there was an inline option with the training and that both her and Deputy Clerk Ralston would be attending it. She asked the

council if they had a preference on whether or not they wanted her to close the town hall during the training. She noted that she did not know how interactive it would be and whether she could be interrupted with customers. Mayor Fagan noted that there had been no update from WAM on how to host a training locally. The council agreed by consensus to allow the clerk to play it by ear and close the town hall if needed to focus on the training.

CCSD#2 Rec Board Grant Contract- \$8,000.00: McKinney moved to approve the CCSD#2 Rec Board Grant contract in the amount of \$8,000.00, Reichert seconded and the motion was passed.

Department of Audit F-66 Report Review: Clerk/Treasurer Harvey noted that she had sent the draft report and information to council a few weeks back and asked if they had any questions. She noted that the report represents the financial statement in a specific form for census. The council indicated that they had no questions. McKinney moved to accept the report and submit it to the state, Reichert seconded and the motion was passed.

Western States Fire- 5-year Inspection and Replacement of Gauges-Est. \$2,200.00: Clerk/Treasurer Harvey noted that the inspection occurs every five years. There are gauges that need to be replaced identified during testing, the expense is not optional. McKinney moved to approve the estimate of \$2,200.00 for the inspection and replacement of gauges, Reichert seconded and the motion was passed.

Property Line for Delinquent Utilities- Block 3 lots 22-24: Clerk/Treasurer reported that the account had been paid in full.

CORRESPONDENCE:

CCVC, CCEDC, CCSPTJPB, CCCOG, SCWEMS, SPVCC, SLIB, UPRSWDD, WAM, Carbon County Planning & Zoning info & newsletters via email

USDA Forest Service- LaVA Projects- via email

Garden Club- Thank you

WY State Historic Preservation Office

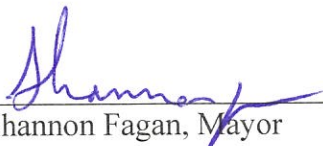
Carbon County Economic Development-Invitation

Rick Sauley- Invitation

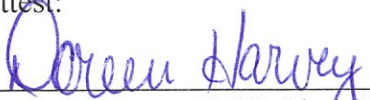
With no further business, McKinney moved to adjourn at 7:32 p.m., Reichert seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: September 14, 2023


Shannon Fagan, Mayor

Attest:


Doreen Harvey, CMC, Clerk/Treasurer