

Town of Encampment
Regular Meeting
November 09, 2023
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday November 09, 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 and Trevor Vorn, Maintenance/Operator. Public Guests were Penny Layman of SCWEMS, Irene Archibald of Xi Beta Delta Sorority and Eric and Amy Rolseth, Levi Wolf and Jay Kendall. Developers for a parcel of land in Riverside. Audience members were Gary Stull, Ted Benedict and Jon Nelson of North Fork Engineering.

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

Moment of Silence in honor of Councilman Bill Craig: Mayor Fagan advised everyone that she would like to observe a moment of silence in honor of Councilman Bill Craig, noting with emotion that he was a great man. Council and audience members agreed with her statement.

AGENDA

McKinney moved to approve the agenda with the additional public guest, Banach seconded and the motion was passed.

MINUTES

Reichert moved to approve the minutes of the October 14, 2023 regular as distributed, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 33.3% of the budget year, revenues were at about 40.99% of budget and expenses were at 28%. Banach moved to approve the October 2023 financial statement, the October 2023 payroll, and contracted liabilities in the amount of \$20,813.96, late monthly bills in the amount of \$7,710.86 and the regular monthly bills in the amount of \$45,329.71, McKinney seconded and the motion was passed.

21st Century Equipment \$403.63
Blue-Cross/Blue-Shield of WY \$6,284.67
Carbon Power & Light \$3,539.37
CNA Surety \$375.00
Corkle Oil, LLC \$1,354.76
Evergreen Disposal \$22.50
Int'l Institute Municipal Clerks \$185.00
Jones-Simkins, CPA \$4,135.00
McMaster-Carr \$226.41
North Fork Engineering \$2,804.01
North Park Propane \$355.00
Northwest Colo. Auto & Truck Parts
\$47.03
Olde Trading Post, LLC \$52.33
One-Call of Wyoming \$12.00

Rocky Mtn Air Solutions \$144.40
Shively Hardware Co. \$524.31
Union Wireless \$467.19
UPRSWDD \$9,377.10
US Postal Service \$498.80
USA BlueBook \$38.76
Visa \$871.95
WARM Property Ins. Pool \$13,488.74
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$45,329.71

PAYROLL & CONTRACTED
LIABILITIES
AFLAC \$76.72

Workers Compensation \$420.47
WY Retirement System \$2,842.92
WY Retirement- VFD \$337.50
US Treasury \$1,623.54
US Treasury \$1,974.26
Net Payroll \$13,538.55
TOTAL \$20,813.96
LATE MONTHLY BILLS
USA Blue Book \$330.86
Erickson & Roberts \$559.00
WAM \$200.00
Vulcan Industries \$6,621.00
Total \$7,710.86

PUBLIC GUESTS

Penny Layman- SCWEMS: Ms. Layman updated the council on recent SCWEMS activity noting that all municipalities had a representative on the board and that one Full Time EMT will be

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starting in December. She noted that there was also other interest. She advised the council that at their last board meeting the board was wondering if the Town of Encampment would be willing to sponsor an EMR in the Encampment area at a cost of \$500.00, noting that there was not a prospect for the position yet. It would require six weekends of in person training. Ms. Layman noted some of the functions that the EMR would be qualified to do in addition to assessing whether or not an ambulance was needed. They would not have the skills of an EMT. Mayor Fagan asked if the person would be scheduled shifts like the EMTs and if they would have a contractual requirement to stay for a year. Ms. Layman noted that the schedule had not been discussed yet, but they would be required to sign a contract. Banach noted that it seemed like a reasonable request. Mayor Fagan asked that the council be updated when more information was known. Banach moved to sponsor an EMR for training, McKinney seconded and the motion was passed. Clerk/Treasurer Harvey advised that she would need an invoice to make payment.

Irene Archibald-Xi Beta Delta Sorority: Ms. Archibald advised the council that she had been contacted by Winter Carnival Chair Alyx Munson had contacted her to see if Sorority would be hosting casino night. She noted they were not interested in hosting it and that Sorority had had voted overwhelmingly to donate the equipment to the Town of Encampment. It is already housed at the Opera House. She came prepared with a bill of sale with a donation value of \$100.00. Mayor Fagan noted that she thinks that the town should accept the donation. Ms. Archibald noted that the council should probably consider charging a fee for its use so that you could collect something for the time when you need to replace cards or table covers. Banach moved to accept the donation of the Casino Night equipment, McKinney seconded and the motion was passed.

UNFINISHED BUSINESS

Sewer Lagoon Improvement Project-Pay Application \$617,744.62: Mr. Nelson noted that they were close to complete. They are awaiting the last trim items, soffits, gutters and mechanical and electrical items. A punch list was prepared earlier in the day that will be presented to the contractor between now and completion. Banach noted that everything seemed to be in order. He asked about engineering fees due to the project extension. Mr. Nelson noted that he had reached the end of the task order amount and that he will track his time between now and the end of the project. If there were no additional complications, he should have the information next month. McKinney moved to approve American West Construction pay application #4 in the amount of \$617,744.62, Banach seconded and the motion was passed.

Mr. Nelson note that training on the operation of items would be held with the project manager on the 28th or 29th of November. He also presented the council with the certificate of substantial completion dated October 19th, when substantial completion was reached. He noted that the approval of substantial completion on that date does not change anything on the punch list. Banach moved to approve the notice of substantial completion dated October 19, 2023 McKinney seconded and the motion was passed.

Property Insurance Renewal-Ratify WARM Property Insurance Pool- \$13,488.74:

Clerk/Treasurer Harvey advised the council that she had given those interested in bidding the same statement of values that she and Councilman Banach had worked on. The estimate from WARM came in similar to what was expected from Hub International, but is prorated because they operate on a fiscal year. Reichert moved to ratify the decision to go with the WARM Property Insurance Pool at a cost of \$13,488.74, Banach seconded and the motion was passed.

Ratify Issuance of Fence Permit- Doggett Greenhouse: Mayor Fagan advised that they had received a letter from Zane Jacobsen, who was unable to attend the meeting. Reichert noted that he did not like the way they went about obtaining the permit and would like more time to review in the future. Banach moved to ratify the issuance on the permit application as initially presented, McKinney seconded and the motion was passed with Reichert voting no.

Red Wagon Lease Renewal- Lease Increase to \$300.00 per month: A letter was received from Ms. Sneddon. Baach noted it was nice that she sent a letter accepting the increase. McKinney moved to renew the lease between the Town of Encampment and The Red Wagon, LLC for another year at the rate of \$300.00 per month, Banach seconded and the motion was passed.

Disposition of Logs at Sawmill: Banach noted that he did not think that a decision on the matter was urgent. Mayor Fagan noted that the forest is full of wood as well. Council agreed to wait one more month to discuss the issue.

Update on Options for Traffic at Sixth and MacFarlane: Clerk/Treasurer noted that she forwarded an email to council that Chief Shue had received from WYDOT showing that the traffic counts at the intersection do not meet the criteria for a stop sign, which effectively kills the issue.

Seasonal Maintenance Position- Ratify Hiring of Frank Martin at \$18.00 / Hour: Reichert moved to ratify the decision to hire Fran Martin at a rate of \$18.00 per hour for the seasonal maintenance position, Banach seconded and the motion was passed.

COMMITTEE REPORTS

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

Planning Commission: Minutes of their previous meeting were submitted.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey advised the council that the 2009 Specific Purpose Tax allocated for the project has all been used as has all grant funding for the project. She requested permission to transfer the matching funds of \$110,975.54 for the invoices the council approved from 2019 Specific Purpose Tax investment fund. Banach moved to approve the transfer as requested, McKinney seconded and the motion was passed.

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Carbon County Council of Governments: Mayor Fagan noted that there was no update.

Watershed Protection Committee: Mayor Fagan noted that they met Wednesday with different personnel from the forest service and looked at potential logging sites. She noted that the watershed is a focus for them. There were maps on the wall of the affected areas.

ADDITIONS TO THE AGENDA

Handled under public guests.

NEW BUSINESS

Ordinance #2023-02- An Ordinance Adopting Section 17.44.025 Shipping Containers- 1st

Reading: Clerk/Treasurer Harvey reminded the council that they had instructed the Planning Commission to draft what they would like to have considered for an ordinance on the issue. The ordinance presented was taken in parts from other codified ordinances. The Planning Commission submitted their draft for first reading. Council members agreed with its contents. McKinney moved to approve the first reading of ordinance 2023-02 Adopting Section 17.44.010 Shipping Containers, Banach seconded and the motion was passed. Harvey was instructed to give the ordinance to the attorney for review.

20th Annual Holiday Lighting Contest: Clerk/Treasurer Harvey advised that the prizes awarded last year were 1st Place \$100.00; 2nd Place \$75.00 and 3rd Place \$50.00 if the council would like to continue the tradition. Banach moved to hold the event at the current level, McKinney second and the motion was passed.

Fire Department Annual Meeting- Up to \$1,500.00 from ERVFD Fund: Clerk/Treasurer and Fire Department Secretary Harvey advised that this was the annual dinner meeting for firemen and spouses. She noted that a deposit of \$750.00 would likely be required. Up to 17 members and spouses could be attending. McKinney moved to approve up to \$1,500.00 from the ERVFD Fund for the expense, Banach seconded and the motion was passed.

Jones Simkins- Draft Financial Statement for Review: Clerk/Treasurer Harvey noted that she had email toe documents to the council for review and met with councilman Banach to answer questions. With no further questions, Banach moved to accept the document as presented, McKinney seconded and the motion was passed.

Winter Carnival- Button Contest Prize Money-Cash \$100.00: Clerk/Treasurer Harvey noted that the students at the school would be providing the art for the contest which will hopefully be used as the background for the poster. Reichert moved to approve \$100.00 prize money for the button contest, McKinney seconded and the motion was passed.

Request for use of Snow (cone) Machine only- P.V. Arts Council- November 16th event:

Clerk/Treasurer Harvey advised that the agenda should have said snow "cone" machine. They

just need the machine and not the syrups. Banach moved to approve the use of the machine as long as it comes back clean, McKinney seconded and the motion was passed.

Santa Claus- Photo Session: Mayor Fagan noted that she would like to ask the council to consider a family friendly Santa photo session in conjunction with the Greens Sale at the Opera House. There would be coffee, sweets, hot chocolate and appetizers. She noted that she has spoken with Voda Wieberg about holding it with the event. Photos could be printed by Perue Printing for \$1.75 a photo or families can take their own with a cell phone. Reichert moved to authorize the event as described, Banach seconded and the motion was passed. It was not know who would be playing Santa.

Local Government Liability Pool- Board Ballot: The council agreed by consensus to allow the clerk to make the choices on the ballot.

Thanksgiving- Friday November 24th Town Hall Closure: Clerk/Treasurer Harvey noted that the clerks had been allowed to close the office on the Friday after Thanksgiving in the past and asked if the council would like to consider that again. McKinney moved to authorize the closure of Town Hall the Friday following Thanksgiving, Banach seconded and the motion was passed.

Additional Public Guests- Levi Wolf, Jay Kendall and Eric and Amy Rolseth- Use of Soil: Clerk/Treasurer Harvey noted that the guests should have been on the agenda and that it was her fault they were not. Mr. Wolf addressed the council advising that they were planning to do a development on the west side of Riverside below the business park. He noted that there was radical topography on the site

Executive Session- Personnel: At 7:40 p.m. Reichert moved to go into executive session for the purpose of discussing personnel, McKinney seconded and the motion was passed. This in attendance were Shannon Fagan, Mayor and Stas Banach, Asley McKinney and Steve Reichert, Council. At 7:55 p.m. McKinney moved to return to regular session and seal the minutes, Banach seconded and the motion was passed. McKinney moved to give Trevor Vorn a .50 per hour increase for achieving his Level 1 Water Operator license effective November 1, 2023, Banach seconded and the motion was passed.

CORRESPONDENCE:

CCVC, CCEDC, CCSPTJPB, CCCOG, SCWEMS, SPVCC, SLIB, UPRSWDD, WAC, WAM, WARWS info and news letters

USFS-LaVa Information-via email

WAM Energy Lease Program-via email

Saratoga Platte Valley Chamber of Commerce- Festival of Trees

Discover Carbon County Tourism Master Plan-via email

WY State Parks & Cultural Resources

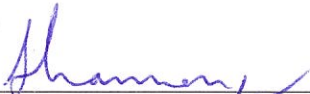
Carbon County Emergency Management- Preparedness Presentation Dec, 6th 11:30AM at Sagebrush Senior Center

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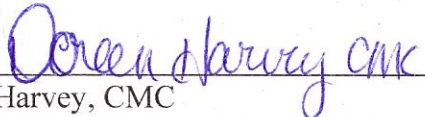
With no further business, Banach moved to adjourn at 8:00 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: December 14, 2023



Shannon Fagan, Mayor

Attest: 

Doreen Harvey, CMC
Clerk/Treasurer