

Town of Encampment
Regular Meeting
February 08, 2024
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday February 08, 2024 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Ashley McKinney, Steve Reichert and newly appointed council member Susan Munson. Town personnel present were Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor and Martha Ralston, Deputy Clerk. Public Guests were Penny Layman, Encampment representative to SCWEMS and Jake Hubbs of H&H Services, LLC. Audience members were Lenny Layman, Jeremy Hemenway of the Saratoga Sun and Keith Schricker of the Carbon County Comet.

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

OATH OF OFFICE

Mayor Fagan administered the Oath of Office to recently appointed council member Susan Munson. The council welcomed her aboard.

AGENDA

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

MINUTES

McKinney moved to approve the minutes of the January 11, 2024 regular meeting as distributed, Munson seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 58.3% of the budget year, revenues were at about 100.79% of budget and expenses were at 76.88% largely due to the sewer project delay into this year. She noted that chemical for the water plant is likely to exceed the budget, which will be addressed in the budget amendment, and that all in all the budget is performing pretty well. Munson moved to approve the January 2024 financial statement, the January 2024 payroll and contracted liabilities in the amount of \$25,843.11, late monthly bills in the amount of \$3,190.18 and the regular monthly bills in the amount of \$157,196.15, Reichert seconded and the motion was passed.

American West Const. \$122,293.01
Blue-Cross/Blue-Shield WY \$6,284.67
Bridger Fabrication \$38.13
Carbon County Comet \$108.00
Carbon Power & Light \$5,861.41
Grainger, Inc \$740.77
HACH \$5,117.00
Int'l Institute Muni. Clerks \$125.00
Jackson County Star \$250.00
KTGA/KBDY \$528.00
North Park Propane \$1,078.92
Northwest CO. Auto & Truck \$104.97
Northwest Contractors Sup. \$1,337.67
One-Call of Wyoming \$28.00
Perue Printing \$37.50
Quill Corp \$98.42
Riverside Garage & Cabins \$147.11
Rocky Mtn Air Solutions \$148.68

Saratoga Sun \$393.60
SCWEMS \$500.00
Shively Hardware Co. \$206.82
Union Wireless \$510.30
UPRSWDD \$9,926.00
Visa \$875.42
WAM \$260.00
Wyoming State Firemans Assn \$75.00
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$157,196.15

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$75.28
Workers Compensation \$530.15
WY Retirement System \$2,982.39
WY Retirement- VFD \$318.75

US Treasury \$2,029.18
US Treasury \$2,489.70
Net Payroll \$17,417.66
TOTAL \$25,843.11

LATE BILLS
Erickson & Roberts \$225.00
Saratoga Sun \$60.00
WASCOP \$50.00
Holiday Inn-Riverton \$484.74
Corkle Oil \$1,071.25
Idexx Laboratories \$82.43
MCMaster Carr \$152.88
North Park Propane \$818.40
ODP Business Solutions \$245.48
TOTAL \$3,190.18

PUBLIC GUESTS

Penny Layman, SCWEMS: Ms. Layman was present to update the council on SCWEMS activities as the Town of Encampment representative. She noted that some of the talking points emailed to the council in the update were old. Ambulance #267, which was awaiting the wiring harness is back in service in Saratoga. Ambulance #269 is back in our barn. She noted that mayor Shannon Fagan would be taking her skills test to become an EMT this month. Thirteen have signed up for the EMR class, three of which are from Encampment. She asked about the dates for Jamboree and noted that there will be several CPR classes if Encampment has a need to get anyone certified. Ms. Layman also reported that the Joint Powers Board agreement is awaiting one signature and that it will be sent to the Attorney General for review. Once it has been reviewed the towns will get a fully executed copy. She asked the council if they had any questions about the profit and loss synopsis. The council had no questions. They thanked her for the update.

Jake Hubbs: Mr. Hubbs of H&H Services, LLC was present to update the council on his activities at the mill site. He advised that he had dug into things further at the mill site and found out that some of it was not wired to the breakers. He noted that he thought a 2000 AMP service had been replaced with a 600 AMP service, noting that he was not sure it would be able to run everything at the site. He asked the council to consider moving the first month of lease payment back. He noted that with the wiring as it is, he is not sure that he will be able to do his business plan as originally presented. Clerk/Treasurer Harvey prompted Mr. Hubbs to advise the council on what he has spent so far. He noted that he already has a significant investment in electricity at \$6,000.00, plus he has a \$2,000.00 pump on order and that the non-operational power base rate is \$1,638.00 per month. He noted that he needs to find out what parts of the mill site are operational or manageable. He has an electrician going to come look at this in March. He also noted that he cannot imagine how significant the cost might be to run power to areas not served. Without the operation of the larger scragg mill he cannot do log cabin kits or dimensional lumber. He noted some of the other equipment that will need to be operational. The smaller mill is limited to 8' logs. Reichert noted that he knows that half of the mill has no electricity, as it was not fully repaired. He offered to meet the tenant at the site to discuss what he knows. Hubbs reiterated that he cannot imagine the cost the wiring needed. Mayor Fagan asked that he advise her when the electrician will visit the site so that she and another council person could participate. She proposed that the council consider suspending the lease payment until they find out what is operational. Reichert moved to suspend the lease payment until the electrician can view the site, Munson seconded and the motion was passed.

UNFINISHED BUSINESS

PUBLIC HEARING Ordinance #2023-03- An Ordinance Amending Section 13.16.080- Rates for Utility Services- Section 1 and Section 2 / 3rd & Final Reading of Ordinance: At 7:23 p.m. Mayor Fagan opened a Public Hearing for the purpose of taking public comment on the amendment of section 13.16.080- Rates for Utility Services. Mr. Layman asked if it pertained to a rate increase. Clerk/Treasurer Harvey noted that the changes were largely related to due date

and billing dates. The due date of the 10th will be moved to the 15th, late fee assessment will be moved from the 20th to the 25th due to the slowness of the mail. Mayor Fagan advised the audience utility services may be discontinued to the property on or after the 25th day of the second month immediately following the month in which services are provided after the requirements are met. She asked the council and audience if anyone had any more questions. Hearing none, the Public Hearing was closed at 7:25 p.m. Munson moved to approve the 3rd and Final Reading of the amendment to Ordinance #2023-03 amending section #13.16.080 Rates for Utility Services, McKinney seconded and the motion was passed.

Placement of Continental Divide Trail Gateway Community Signs: Clerk/Treasurer Harvey noted that an email had been sent to the Carbon County Visitors Council and that they were unaware of any requirements for the placements of the signs. She noted that since Public Works Supervisor Acord had been called away from the meeting that discussion on the placement should likely wait. Mayor Fagan advised the clerk to put the matter on the next agenda.

Community Football-Dallas Fields, PE Teacher Encampment School: The Town received no update on the issue.

Rec Board Grant Ideas: It was noted that the ice-skating rink idea and the dog park could be some items for discussion next year. Clerk/Treasurer Harvey noted that she would like to submit the application for \$3,500.00 in electricity; \$3,500.00 in parks department wages and \$3,345.00 toward music in the park, for an application totaling \$10,345.00. The council agreed by consensus to allow the clerk to submit the application

COMMITTEE REPORTS

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

Planning Commission: Minutes of their most recent meeting were submitted.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey: Clerk/Treasurer Harvey asked for permission to transfer \$210.00 from the 2019 Specific Purpose Tax investment to cover final advertising on the sewer project and \$500.00 from the Impact fund to cover the SCWEMS cost share. Munson moved to approve the transfer request, Reichert seconded and the motion was passed.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Request for Closure of Rankin for Sled Event February 14th from 12:00 p.m. to 3:00 p.m.
Resolution #2024-03 Authorizing Closure: Mayor Fagan noted the request was withdrawn.

Retail Space- Estimate for Floor Repair & Improvement \$2,600.00: An estimate was received from Green Mountain Customs in the amount of \$2,600.00. It was noted that it was to harden the subfloor and install linoleum. McKinney moved to approve the repair estimate as presented, Munson seconded and the motion was passed.

Cheyenne Board of Public Utilities- Request for Storage of Equipment: Clerk/Treasurer Harvey noted that they had spoken with Public Supervisor Acord and had not submitted anything official. She noted that she thought it might be placement of a storage container, but that she did not know for sure. The matter was postponed by Mayor Fagan.

Request for Reimbursement for RV Damage Caused by Mower- \$1,747.34: Documentation and photos of the damage were included in the council packet. Mr. Reichert noted that it was a rock thrown from the riding mower that caused the damage. Clerk/Treasurer Harvey noted that a claim for liability insurance had not been made as it was assumed that the cost of the damage would be lower than the insurance deductible. She noted that they would not assume that again. Reichert moved to approve the reimbursement in the amount of \$1,747.34, McKinney seconded and the motion was passed.

WARWS Spring Conference- April 16th-19th Tuition \$395.00 Lodging/Expenses- Acord: Clerk/Treasurer Harvey noted that the conference in Casper is hosted by the Wyoming Association of Rural Water Systems. It is great for operators to be able to network with other operators. Munson moved to allow Public Works Supervisor Acord to attend Spring training and to cover expenses, McKinney seconded and the motion was passed.

WAM-JPIC Request for Board Nominations: It was noted that it is the board that governs the employee Blue Cross Blue Sheild health insurance. Munson asked if any of those seated on the board were willing to service again. Clerk/Treasurer Harvey noted that she would fund out. The council agreed by consensus to allow the clerk to verify interest and make the nominations.

Lift Station Pump Replacement- Russell Industries- Estimate \$13,580.64: Clerk/Treasurer Harvey noted that she believed that the existing pump turned out to be obsolete. Reichert noted that he does not want to see the town spend money trouble shooting something that they may still need to replace. The age warrants replacement. Reichert moved to approve the estimate \$13,580.64 plus freight, Munson seconded and the motion was passed.

Turbidimeter Replacement Options: The council discussed the three options presented. Without Public Works Supervisor present to discuss his preference, there was some hesitation to select an option. Munson noted that she was comfortable with option #2. Munson moved to approve option #2, McKinney seconded and the motion was passed with the understanding that Public Works Supervisor could choose the lower cost option or council could be contacted with an explanation if he has a different preference.

Water Plant Valve Repairs-Estimate \$1,078.57 plus freight: Munson moved to approve the estimate for the water valve repairs, McKinney seconded and the motion was passed.

Wyoming Community Foundation- Information Request for Bank Information: Clerk/Treasurer Harvey noted that the Wyoming Community Foundation holds the Endowment Fund for the Grand Encampment Opera House. The Town gets one payment a year from the fund. She advised that the fund was not part of the State of Wyoming system. A request was received asking to provide banking information so that the deposit could be electronically deposited. She noted that she was not comfortable with placing the Towns banking information on another database that could be at risk. The council agreed with the clerk stating that with only one deposit a year, a check could be sent.

CORRESPONDENCE:

CCEDC, CCSPTJPB, CCCOG, CCVC (DCC); SCWEMS, SPVCC, UPRSWDD, WAM, WARWS, WY Business Council info and news letters

USFS-LaVa Information-via email

Carbon County Visitors Council- Tourism Master Plan

Carbon County Care Fair

Governors Arts Awards- Invitation

Grand Encampment Cowboy Gathering- Thank You

Encampment Preschool-Thank You

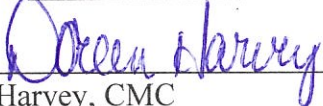
Wyoming Department of Revenue- Letter of Compliance

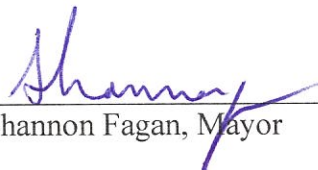
Union Wireless- Upcoming Changes

With no further business, McKinney moved to adjourn at 7:44 p.m., Reichert seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: March 14, 2024

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer


Shannon Fagan, Mayor