

Town of Encampment
Regular Meeting
March 14, 2024
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday March 14, 2024 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 Aaron Spenny, Resident Engineer, WYDOT; Lenny Laymen, Carbon County Emergency Manager; Matt Webster, Carbon County IT via speakerphone; Alyson Sneddon, Red Wagon Owner and Platte Valley Arts Council Representative and Penny Layman, Encampment representative to SCWEMS. Audience members were Gary Stull, Ted Benedict, Jeremy Hemenway of the Saratoga Sun and Jon Nelson of North Fork Engineering.

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

AGENDA

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

MINUTES

McKinney moved to approve the minutes of the February 8, 2024 regular meeting as distributed, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 66.64% of the budget year, revenues were at about 104.52% of budget and expenses were at 81.54%. She noted that it will change with the budget amendment. Banach moved to approve the February 2024 financial statement, the February 2024 payroll and contracted liabilities in the amount of \$23,524.74, late monthly bills in the amount of \$2,327.21 and the regular monthly bills in the amount of \$36,815.73, McKinney seconded and the motion was passed.

Blue-Cross/Blue-Shield of WY. \$6,284.67	ODP Business Solutions \$112.98	AFLAC \$75.28
Bridger Fabrication \$301.78	Olde Trading Post, LLC \$25.54	Workers Compensation \$486.56
Carbon Power & Light \$5,191.52	Perue Printing \$11.90	WY Retirement System \$2,734.00
Casper College \$276.00	Power Service, Inc \$581.58	WY Retirement- VFD \$318.75
Communication Technologies \$285.76	Riverside Garage & Cabins \$207.03	US Treasury \$2,074.44
Corkle Oil, LLC \$1,686.76	Rocky Mtn Air Solutions \$148.68	US Treasury \$1,948.90
Cummins Sales & Service \$424.30	Shively Hardware Co. \$86.43	Net Payroll \$15,886.81
Dearborn Life Ins. Co. \$49.50	Union Wireless \$508.56	TOTAL \$23,524.74
Encampment Petty Cash \$7.72	UPRSWDD \$9,097.00	
Grainger, Inc \$339.78	Visa \$3,343.62	Late Bills
Green Mountain Customs \$1,300.00	WARWS \$395.00	Corkle Oil, LLC \$1,757.00
HACH \$1,315.00	Xerox Financial Services \$91.75	Galls, LLC \$319.93
Harvey, Doreen \$519.86	Xesi Document Solutions \$30.00	Grainger \$203.28
Little America \$268.00	TOTAL \$36,815.73	Saratoga Sun \$47.00
Noreco \$342.46		TOTAL \$2,327.21
North Park Propane \$3,582.55	PAYROLL & CONTRACTED LIABILITIES	

PUBLIC GUESTS

Aaron Spenny-Resident Engineer-WYDOT: Mr. Spenny advised that a mill and overlay pavement project would likely be coming through Encampment in 2028. He noted that Encampment was unique with some of its road design being forty to fifty years old with gutters

and double gutters. There will be plenty of time to look at the issues. He noted that depending on funding the project would start at the junction in Riverside and continue to the Finley Road. He noted that there was approximately 1.7 million in the budget. He advised that he wanted to reach out to the council to see if there were any questions and to offer the Town opportunity to see if there were any projects that they would want to plan around it, such as water or sewer. Mayor Fagan asked about the possibility of rumble strips crossing the road on the south end of town in effort to slow traffic for the junction at Sixth and MacFarlane. Mr. Spenny noted that they would be up for discussion if the pavement goes far enough. He noted that funds are tight, but that the town could piggy back to facilitate some other minor changes. He noted that discussion should begin in the next few months so that the engineers could be made aware and plan. Council reviewed the overlay maps provided. Mr. Spenny noted that cross walks would be put back as part of the process. Banach asked about drainage at Sixth and MacFarlane and the possibility of creating a swale or gutter. Public Works Supervisor Acord also noted that he had a manhole that he would like to abandon. Mr. Spenny advised that anything that the Town would like WYDOT to consider should be communicated within six months or a year so that the consultants and engineers can combine and combine with the permitting process. The council thanked Mr. Spenny for taking time to attend the meeting.

Lenny Layman, Carbon County Emergency Manager and Matt Webster, Carbon County IT: Mr. Layman provided a speaker and connected with Matt Webster and made introduction to council. Mr. Layman informed the council that Rawlins had a significant cyber event and that for 16 days they were in full response mode. Homeland Security in San Diego had detected an active threat on their network. It was a credible threat that was caught in time. They had brought in equipment to harden the system and it brought awareness to the state level. Mr. Layman noted that communities are all interconnected and that there is a state grant that will allow for a program called *Crowd Strike* that will provide for end point detection and monitoring 24/7, 365 days a year. Mr. Webster noted that the program is a next generation anti-virus program that detects malware, vulnerabilities and compromises at the foundation level. The states plan is to offer it to all local government for two years at no cost and then it will be evaluated. Mr. Webster also noted that the county is offering their IT services for the program to municipalities because we have services interconnected such as Spillman, and it might be intimidating to maintain. It was noted that it is a great program and that the choices would be either to opt in with the council or opt directly into the state, which might not offer as much local assistance with the IT side if we had a local incident. The state might not be as directly involved. Mr. Layman noted that at the end of two years there may be a cost, thought to be around \$50.00 per end point but it had an added value in security. The council agreed that it sounded like a great opportunity and asked staff if they thought it was necessary. Clerk/Treasurer Harvey and Public Works Supervisor agreed that it was. Public Works Supervisor Acord asked if it would work on Lenox. Mr. Layman noted that it will work on internet connected devices only. No cell phones, no tablets. Banach moved participate in *Crowd Strike* through Carbon County, Reichert seconded and the motion was passed. The Town will be contacted in the next week about the end points. He council thanked Mr. Layman and Mr. Webster for the opportunity and taking time to attend.

Alyson Sneddon- The Red Wagon/Platte Valley Arts Council: Ms. Sneddon advised the council that she would not be renewing her lease on the retail space at the end of November. She noted her business is not for sale and she will be working on liquidating her inventory through the summer. She thanked the council for ten wonderful years. She noted that she would be spending more time floating the river and fishing. The council offered her congratulations.

Ms. Seddon also advised that the Platte Valley Arts Council does children's art workshops. They generally do one in Saratoga in conjunction with the 4th of July celebration. She noted that they would like to do one in conjunction with the town picnic and the community BBQ this year. The event would be from 4:00 p.m. to 6:00 p.m. and they would provide their own tables and supplies. The council agreed by consensus that it would be okay to hold the event in conjunction with the BBQ. The council thanked Ms. Sneddon for taking the time to attend the meeting and keep them updated.

Penny Layman, SCWEMS: Ms. Layman was present to update the council on SCWEMS activities as the Town of Encampment representative. She noted that there was not much to cover. She noted that the budget should be given to the town by April 1st for their input. They would be voting on the document in May and June. She noted that there had been no discussion of a rate increase at this time. She advised the council that Mayor Shannon Fagan deserved congratulations as she has passed the EMT course and is going to complete her written exam. She noted that Mayor Fagan had been active and is a great partner. The council and audience congratulated Mayor Fagan. Ms. Layman also noted that the two EMR's Encampment helped to fund will be taking the final practical on Saturday. The council thanked her for the updates

UNFINISHED BUSINESS

Sewer Lagoon Project-Operation Update- Disposal of Screened Material/Task Order for Phase 2: Discussion ensued about the screened material at the sewer lagoon. A letter and minutes were provided about the initial request for permission to UPRSWDD about handling the material. It was noted that Evergreen Disposal refused to handle it. Public Works Supervisor Acord noted that they were taking it to Saratoga themselves. It is put in a bag and changed out every other day. Reichert noted that in the original design employees would not have to handle the material and now there is added time, travel and bags. Mr. Nelson noted that it was not a design issue. It is going into a bin as designed. The issue is complex involving the hauler and the end point. The screening system is performing exactly as designed. Mr. Nelson noted that his role is limited. The issue is between the town the hauler and the end point. There were other steps that could have been included in the process, but the town had made their decision. Discussion ensued about the issue from the handler either with the truck or on the floor of the facility in Saratoga. We were not going to bag it initially and it would have been lighter and drier. Public Works Supervisor Acord noted that they were handling it more often so that it would not attract flies, etc. It is wet and it has to be bagged per district rules. Banach noted that he did not like the change in practice, Reichert agreed. Mayor Fagan noted that a commitment had been made by the district. Mayor Fagan noted that she would try and set a meeting to discuss the issue with Evergreen Disposal.

In other matter, Mr. Nelson presented the council with a Task Order for Phase 2 of the Sewer Project. He noted that he anticipated the project will be in 2025. Design would begin this summer as we collect data flow and volume and make decisions on the exact position of the baffle, etc. He noted that he would like to begin the first step, the loan application for a CWSRF principal forgiveness loan. The deadline for application is June 5th for the October meeting by SLIB. Mr. Nelson suggested setting some workshops to discuss the scope of the project. Discussion turned to necessity of phase two and surface verses submerged aeration. Mr. Nelson noted that there is also going to be a change in discharge requirements that the town will be unable to meet without further treatment. He noted that the town should use this opportunity to get ahead of those future requirements. It was agreed that the topic should be discussed further at a workshop. A copy of the task order will be emailed to council for review. A workshop will be held on April 4th at 6:00 p.m. to discuss the issue and schedule.

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. Public Works Supervisor Acord asked the council about the responsibility for cost for extension of the irrigation system 280' to serve two properties. Costs includes the pipe, risers for customer and labor. Mayor Fagan asked if Acord could provide a map and information for council to the next council meeting so that there could be further discussion.

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

Carbon County Council of Governments: Mayor Fagan noted that the meeting would be March 20th if anyone is able to attend.

ADDITIONS TO THE AGENDA

Tap Application- Platte River Rentals- Nick Wamsley: Mr. Wamsley submitted a tap application for Block 33 lots 1 & 2. Banach moved to approve the application contingent on verification of the elevation for the sewer line, Reichert seconded and the motion was passed.

Organizational Service Contract-Encampment FCCLA- Pro Start- \$500.00: McKinney moved to approve the Organizational Service Contract with FCCLA/ProStart for various serves for the fire department and town in the amount of \$500.00, Banach seconded and the motion was passed.

Homeland Security Grant- Purchases for Balance Remaining-\$1,250.00: Clerk/Treasurer Harvey noted that there were funds that Chief Shue needed to expend on a Homeland Security grant for radio communications in the amount of \$1,250.00. Banach moved to authorize the expense, McKinney seconded and the motion was passed.

Replacement Windshield for Police Vehicle E-1- Estimate \$536.14: Banach moved to approve the replacement of the windshield in E-1 in the amount of \$536.14, McKinney seconded and the motion was passed.

NEW BUSINESS

Ratify Issuance of Liquor License Catering Permit- White Dog Liquors: Clerk/Treasurer Harvey noted that the permit was for a chamber event in Saratoga the same night as this council meeting. The council had been sent an email advising of the short notice of the event timing. McKinney moved to ratify the issuance of the permit, Banach seconded and the motion was passed.

Purchase of IBC Code Books \$1,053.00 plus freight: Clerk/Treasurer Harvey noted that it had been about ten years since the town purchased updated code books. Banach noted that hard copy was preferred and that it is important to have them for review with constituents. Banach moved to approve the purchase, McKinney seconded and the motion was passed.

Replacement of Meter reading Equipment- Estimate/Options: Public Works Supervisor Acord noted that the handheld unit had been damaged at the end of the summer and that it is now obsolete. He presented the council with quotes for a replacement handheld for a cost of approximately \$14,275.00. He noted that another option would be a replacement of the auto-gun at a cost of approximately \$2,060.00 plus a purchase of a tablet and an update to software. He noted that the process would be the same as it is now, with a tablet instead of the handheld unit. McKinney moved to approve the purchase of a new auto-gun at a cost of \$2,060.00 and to purchase a tablet for meter reading, Banach seconded and the motion was passed.

Filter Purchase- Estimate from Napa \$780.47: Public Works Supervisor Acord noted that the cost would likely be less during the filter sale. Banach moved to approve the purchase of the filters, Reichert seconded and the motion was passed.

SCWEMS Representative for Encampment- Reappoint Penny Layman: The council noted that Ms. Layman was doing a great job. McKinney moved to reappoint Penny Layman as the Encampment representative to SCWEMS, Banach seconded and the motion was passed.

Water/Wastewater Operator Licensing Update: It was noted that Maintenance/Operator Vorn has passed his water treatment plant level 2 test and that he has achieved his lagoon system License. He is working on education hours for the water license. Council congratulated him on his achievement. Mayor Fagan noted that a \$.50 cent per hour raise was in order for achieving the lagoon license. McKinney moved to give Trever Vorn a .50 cent per hour raise effective the date of the license, Banach seconded and the motion was passed.

WAM-JPIC- Election Ballot: Reichert moved to allow the clerk to make the ballot selections, McKinney seconded and the motion was passed.

Local Government Liability Pool- Liability Insurance Renewal: Clerk/treasurer Harvey noted that she had put the renewal application from last year in the council packet and asked if the council packet for review and asked the council if they had any additions or changes. The council agreed by consensus to have her submit it as is.

Mayor Fagan: In other matters, Mayor Fagan noted that she and the Clerk/Treasurer had attended a meeting on the possibility of an IFNF endowment grant with the forest services and other partners asking that the Town of Encampment be involved as a disadvantaged community. The grant would cover funding options for activities in the watershed and involves the Cheyenne Board of Public Utilities, the Forest Service and other partners. Clerk/Treasurer Harvey distributed information about the grant. Mayor Fagan noted that she had agreed to set a workshop on April 11th at 6:00 p.m. so that the town council could discuss the issue.

Executive Session-Contract Discussion / Executive Session Personnel: At 8:45 p.m. McKinney moved to enter into executive session for the purposes of a contract negotiation and discussion of personnel, Banach seconded and the motion was passed. This in attendance were Mayor Shannon Fagan and Council members Stas Banach, Ashley McKinney and Steve Reichert.

At 9:17 p.m. Reichert moved to return to regular session, Baach seconded and the motion was passed. McKinney moved to invite Jake Hubbs of H&H Services to the next council meeting to review his mill site contract, Reichert seconded and the motion was passed. McKinney moved to advertise for a full-time maintenance/operator, Reichert seconded and the motion was passed. Reichert moved to allow the clerk to contact the town attorney regarding legal obligations having to do with workers compensation, McKinney seconded and the motion was passed.

CORRESPONDENCE:

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

USFS-LaVa Information-via email

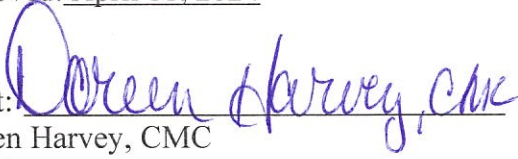
WY Flood Risk Newsletter- via email


Wyoming Community Foundation

With no further business, McKinney moved to adjourn at 9:20 p.m., Banach seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: April 11, 2024

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer


Shannon Fagan, Mayor