

Town of Encampment
Regular Meeting
May 09, 2024
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday May 09, 2024 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. Town personnel present were Doreen Harvey, Clerk/Treasurer; Kevin Shue, Police Chief; Bill Acord, Public Works Supervisor and Clinton Blake, Maintenance/Operator. Pubic Guests were Leslie Jefferson and Megan McComas from the Carbon County Visitors Council; Penny Layman, Encampment representative to SCWEMS; Kaben Picket; and Dan Wheeler of Wheeler Condos. Audience members were Adrienne Wagon, Jennifer Cuningham, Gary Stull, Matt Dittbenner, Ted Benedict, Dale Wolaver, Merle Van Orden, Clay Frederick, Jeremy Hemenway of the Saratoga Sun, Keith Schricker of the Carbon County Comet and Jon Nelson of North Fork Engineering. Council members Munson and McKinney arrived late due to a program at the school.

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

AGENDA

Banach 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 11, 2024 regular meeting and the April 11, 2024 workshop session as distributed, Reichert seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 83.3% of the budget year, revenues were at about 109.35% of budget and expenses were at 85.22%. She noted that the numbers are being affection by the sewer project and that they will change with the budget amendment. Banach moved to approve the April 2024 financial statement, the April 2024 payroll and contracted liabilities in the amount of \$23,831.89, late monthly bills in the amount of \$10,132.87 and the regular monthly bills in the amount of \$34,872.14, Reichert seconded and the motion was passed.

Blue-Cross/Blue-Shield of WY
\$6,284.67
Bridger Fabrication \$146.94
Carbon Power & Light \$3,861.21
Comfort Inn \$912.00
Fired Up Rescue \$500.00
Grainger, Inc \$365.56
Harvey, Ronald A. \$672.70
Martin, Shaylee \$460.96
Mother Mountain Anglers \$100.00
North Park Propane \$1,341.35
Northwest CO. Auto & Truck Parts
\$530.62
Northwest Contractors Supply
\$728.39
Olde Trading Post \$90.18
One-Call of Wyoming \$6.00
Perue Printing \$46.00
Quill Corp \$203.93

Ramkota Hotel & Conference Ctr
\$404.00
Riverside Garage & Cabins \$396.05
Rocky Mtn Air Solutions \$148.68
Saratoga Sun \$132.00
Sensus USA, Inc \$1,715.95
Shively Hardware Co. \$473.67
Sunrise Sanitation \$12.50
Uline \$174.24
Union Wireless \$508.92
UPRSWDD \$10,157.19
USA BlueBook \$179.88
Valley Fire Extinguisher \$446.00
Visa \$3,022.00
Vorn, Trevor \$625.62
Wy Dept of Agriculture \$40.00
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$34,808.96

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$75.28
Workers Compensation \$487.26
WY Retirement System \$2,904.45
WY Retirement- VFD \$318.75
US Treasury \$2,067.16
US Treasury \$2,101.50
Net Payroll \$15,877.49
TOTAL \$23,831.89

LATE MONTHLY BILLS
Corkle Oil \$257.80
Ferguson Waterworks \$1,625.00
Global Industrial \$155.75
Grainger \$110.02
Junkin Safety Appliances \$3,960.15
SparkFun Electronics \$1,412.15
Jade Blake \$2,612.00
TOTAL \$10,132.87

PUBLIC GUESTS

Leslie Jefferson, CEO Carbon County Visitors Council-Tourism Mater Plan: Information was distributed to council. Ms. Jefferson and Ms. McCombs were present to inform the council about the tourism master plan. She gave the council a brief overview of their efforts ranging from the improvements to the quality of life for residents and visitors to improving the hospitality and business industry. She noted that representatives participating from this area were Ros Herring and Schelby Merrill. The plan looks at the visitor experience, outdoor recreation, hospitality and economic development and collaboration and advocacy. She noted that the plan was on the agency's website. She reported on the highlights of the plan including projects to approve the appearance of areas such as the UW Park Challenge, a cohesive 'way finding' project in Rawlins, activities of the Southeast Wyoming Outdoor Recreation Commission and noted that they are looking into the All-American Road Designations for Highways 70 and 130 Scenic Byways. Six 'values' are needed to qualify for the program. Ms. Jefferson also noted that the Corridor Management Plan will be updated next year. She noted that there is a Hospitality and Economic Development Academy, which is mostly online to teach area staff about amenities in the area. Other items discussed were the possibility of a Pathways National Heritage Area, two National Jeep Days events, virtual visitors' centers, a promotional app, the 100th anniversary of Parco-Sinclair, Travel Guides and their partnership with VIP Marketing to try and keep business in-county.

Penny Layman-SCWEMS: Mrs. Layman was present to answer any questions that the council might have about summary and quarterly report submitted to them via email. Mrs. Layman congratulated Mayor Fagan on completing her classes and practical and becoming a new EMT. Mayor Fagan noted that she would like to bring up the idea of bringing back monthly blood pressure checks for the at the senior center, noting she thought the service would be good for the seniors. Mrs. Layman noted that it is something that could be discussed. She advised the council that the amendment for the joint powers board had been fully ratified and distributed to communities. The board is discussing the handle of transfers to Casper, the budget is in the works with no change plan at this point for contribution rates and noted that the two students Encampment helped to fund have passed their EMR making three actively working EMRs that can also drive an ambulance. It was noted that the older ambulances continue to have issues with a new one coming in 2025. She also advised that the board is holding a closed auction for the Jeep Patriot. She reiterated that that transfers to other areas are being discussed with timing being the issue. When short staffed, ambulance from other areas may need to come transport between facilities. Th council thanked Mrs. Layman for the report and for all that she does.

Kaben Picket- Old Cemetery Fence: Mr. Kaben noted that he was part of the senior class and that he would like to continue work on the fence improvements at the old cemetery. He advised that he wanted to reach out to the Town to complete the project because he knew there was more to be done. He noted that he would need posts, poles, rails and 16" nails. The materials are at an estimated cost of \$795.20. Banach moved to approve up to \$900.00 for the supplies to complete the fence, Munson seconded and the motion was passed. The council thanked him for considering the project.

Dan Wheeler-Wheeler Condo's Encroachment: Mr. Wheeler advised that the structures were originally built in the 1940's as a motor lodge motel. He noted that he bought them in the 1960's and has had ownership for 45 years. He noted that the northeast corner of the original structure sits in the right-of-way about 6' at an angle. The stoop and the sidewalk are in the right-of-way. He advised the council that he would like to build a new deck enhancement that would not exceed the 6' encroachment already existing. He noted that there used to be a portico over the stoop, but that it had been removed. He proposed a redwood deck raised in elevation. He noted that they had kept the property nice, kept flowers along the sidewalk as a tradition and tried to be good neighbors. Councilwoman McKinney joined the meeting mid-conversation. Banach noted that he appreciated the drawings noting that in the past their approvals had been given beyond existing property boundaries and others had been turned down. Mr. Dittbenner acting as contractor on the project asked if it could be incorporated into a sidewalk outside of the property line. Munson noted that there have been a lot of these situations around town and that the current existing use is grandfathered in. The council indicated that they were not in favor of allowing changes to the existing encroachment. Mr. Wheeler asked if they would consider it if it were made 'revokable' if the town needed to expand the street. The council noted that they have dealt with others that have been made to hold to the surveyed boundary. They agreed that they were wonderful drawings and that the use made sense, but they cannot pick and choose who they allow to develop further encroachment. Council agreed by consensus that they would not consider a change in the existing encroachment. Mr. Wheeler noted that he appreciated their consideration and the council thanked him for taking the time to attend the meeting.

UNFINISHED BUSINESS

Sewer Lagoon Project- Phase 2- Application Update and Discussion / Public Meeting May 29th 5:30 p.m.: Mr. Nelson noted that there had been a workshop with DEQ and discussion on the application. A Public Meeting is part of the process and has been set for Wednesday May 29th at 5:30 p.m. Notices were distributed to the council. Required topics are the budget for the project, financial information and the application to SLIB for the Clean Water Revolving Loan for \$500,000.00 with 75% principal forgiveness, allowing time for public review and comment. Reichert moved to approve the Public Meeting to be held May 29th at 5:30 p.m. to discuss Phase 2 of the Sewer Lagoon Project, Munson seconded and the motion was passed.

Resolution #2024-04- Authorizing the Submission of an Application to the State Loan & Investment Board for a Loan Through the State Revolving Fund for Lagoon Improvements: Mr. Nelson noted that the resolution is a requirement of the grant. Munson moved to pass Resolution #2024-04 authorizing the submission of an application to the State Loan & Investment Board in the amount of \$500,000.00 for phase 2 of the Sewer Lagoon Project, Banach seconded and the motion was passed.

Sewer Lagoon Project Phase 2- Designate Signatories for Application and Documents: Munson moved to approve Mayor Fagan and Councilman Reichert as signatories for the application and documents for the Clean Water State Revolving Fund, Banach seconded and the motion was passed.

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 noted that he would be meeting with the Aaron Spenny from WYDOT to discuss the Highway 70 project and asked if they would like him to convey any concerns. Communication with businesses, consideration given to the timing of events and the possibility of in-pavement rumble strips on Highway 70 to slow traffic coming down the hill were noted.

Munson asked if there was a plan for grading streets and use of gravel. Public Works Supervisor Acord noted that part would be used on West Emerson and Part would be stockpiled. She noted that she had comments on the streets and just wondered if there was a plan for grading, asking if he was the only one trained to run the blade. Acord noted that he had a plan for training and noted that currently Maintenance/Operator Vorn is studying for the pesticide license. Acord fielded questions from audience members advising them that Public Works does not do all of the streets every year but they do try to handle the biggest complaints. He noted that he might ask WYDOT what they intend to do with their milling during their project. Another audience member asked if they might be able to piggyback 5-yds. of gravel when the town makes the purchase. Acord noted that it comes in a belly dump, that it would not be possible. He suggested the gentleman could contact one of several contractors that might be able to do that.

Clerk/Treasurer- Doreen Harvey: A written report was submitted. She noted that her items were on the agenda.

Carbon County Council of Governments: Mayor Fagan noted that the meeting will be on the 15th in Dixon and that she would not be able to make it if anyone else is interested in attending.

ADDITIONS TO THE AGENDA

Fire Department Pancake Breakfast- Purchase of Supplies: Clerk/Treasurer and Fire Department Secretary Harvey noted that she was reminded at Fire Department meeting the previous evening that they needed to purchase supplies for the Pancake Breakfast held June 15th in conjunction with Jamboree. She noted that she had not had time to get an estimate together. She noted that it might be \$1,000.00-\$1,200.00 and that all proceeds are returned back to the ERVFD Fund. Reichert moved to allow up to \$1,500.00 for the purchase of supplies for the event, McKinney seconded and the motion was passed.

NEW BUSINESS

FY2023/2024 Budget Amendment- 2nd Reading-Revenue/Expenses totaling \$4,411,238.52:

Clerk/Treasurer Harvey reported to the council she had made changes in some line items to make sure that none exceeded budget, but the amount had not changed. Munson moved to approve the 2nd reading of the budget as presented, Reichert seconded and the motion was passed.

FY2024/2025 BUDGET- 2nd Reading- Revenue \$3,080,577.88 / Expenses \$3,104,105.88- Shortfall is \$24,048.00 in Sewer Department: Clerk/Treasurer Harvey advised that most estimates were in, and that the shortfall was due to operational changes in the sewer department. There were more costs in labor, electricity and operational overhead. She noted that there is an agenda item later in the meeting to discuss the rates. It was noted that no one likes to raise rates, but the systems need to support themselves. Munson moved to pass the second reading of the budget as presented, McKinney seconded and the motion was passed.

PUBLIC HEARING-Renewal of Liquor Licenses-307 Pub & Grub; White Dog Liquors; SMLI DiVide, LLC: Adrienne Wagon and Jennifer Cuningham were present on behalf of 307 Pub & Grub. At 7:54 p.m. Mayor Fagan opened a Public Hearing for the purpose of taking comments on the liquor license renewals, hearing no comments the Public Hearing was closed. Munson moved to approve the renewal of the liquor licenses for 307 Pub & Grub; White Dog Liquors and SMLI the DiVide, McKinney seconded and the motion was passed.

Catering Permit- 307 Pub & Grub- May 11th Fireworks Ball at Opera House: Banach moved to issue a Catering Permit to 307 Pub & Grub for the Fireworks Ball on May 11th, Reichert seconded and the motion was passed. The council thanked Ms. Wagon and Ms. Cuningham for taking the time to attend the meeting.

Set Mill Levy- 8 Mills: Munson moved to set the mill levy at 8 mills, McKinney seconded and the motion was passed.

Organizational Service Contracts- \$500.00 Sierra Madre Muzzleloaders; \$500.00 Encampment Riverside Lions Club: Banach moved to approve the Organizational Service Contracts as budgeted, Munson seconded and the motion was passed.

Malt Beverage Permit June 15th & 16th- Encampment Riverside Lions Club- Woodchoppers Jamboree & Rodeo: Munson moved to approve the Malt Beverage Permit for the Encampment Riverside Lions Club Woodchoppers Jamboree & Rodeo event June 15th and 16th, Banach seconded and the motion was passed.

WAM-JPIC Health Insurance Renewal- No Increase, Premium Holiday in January: Clerk/Treasurer Harvey noted that there was no increase in premium on the employee health insurance and that there would be a premium holiday. Munson moved to approve the renewal of the WAM-JPIC employee health insurance, McKinney seconded and the motion was passed.

Music in the Park- Cory Waller & the Wicked Things-Contract & Deposit of \$1,000.00: Mayor Fagan noted that she had contacted the new band and that a contract was presented for \$4,000.00 including a deposit of \$1,000.00. It was noted that it was likely \$3,000.00 would be covered by the CCSD#2 Rec Board grant. McKinney moved to approve the contract and deposit in the amount of \$1,000.00, Banach seconded and the motion was passed.

Purchase of Gravel up to \$10,000.00: Public Works Supervisor Acord noted that he was waiting on the official quote from Platte Valley Aggregate, but he would like to purchase up to \$10,000.00 in gravel. Munson moved to allow the purchase of up to \$10,000.00 for gravel, McKinney seconded and the motion was passed.

Discussion about Rates for Services: Clerk/Treasurer Harvey noted that the council was aware of the \$24,080.00 shortfall in the Sewer Department and that the Water Department budget is balanced, but is tight. She noted that in looking into rates most municipalities have a water base allowance of 3,000 to 5,000 gallons and a flat-rate tier for each 1,000 gallons over that base. Encampment has a 10,000-gallon base allowance and a gradually increasing tier for anything over that base. She noted that she had looked at the meter readings and that most residents were under the 5,000 gallon per month mark. Some of the businesses used more and a few owners were higher users, but that it made sense to her rather than raise the base rate on everyone, to lower the base allowance to 5,000 gallons and set the rate for overage on a flat rate rather than on an increasing tier, then evaluate the rates again next year. Munson noted that the graduated tier was originally designed to encourage conservation. Clerk/Harvey noted that users rarely go into the second rate of the tier and that it has generally been when there is a water leak, which it is hard to see excess penalty for. Reichert noted that the increase could be high and hard on those that are on a fixed income. Munson noted that it was an effort to try not to raise rates overall and that in the sewer department deficit of \$24,080.00 was not allowed. By law the rates need to cover the operations and maintenance. Audience member Clay Frederick asked if sewer was billed by meter. He was advised that it is not at this time. Audience member Ted Benedict noted that he thought the cost of living increased 3% in January. Harvey noted that 2021 was the last sewer rate increase and that we had not anticipated the major change in the labor operations with the recent project. Mayor Fagan noted that she believed that we are heading in the direction of a \$3.00 increase. Returning to discussion on water Banach noted that he did not like it, but that lowering the base allowance on water made sense. Discussion ensued about the base gallons allowed for water. Reichert suggested 7,500 gallons and was advised that the water meters read in 1,000-gallon increments. Council agreed that the consumption could be dropped to 7,000 gallons and the tier set to a flat rate of \$3.50 per 1,000 gallons over the base. Banach noted that he thought it was approaching the matter in a fair way to keep the service fair and solvent. Clerk/Treasurer Harvey advised that she would draft a resolution for consideration at the next meeting.

Executive Session- Personnel: At 8:12 p.m. McKinney moved to enter into executive session for the purpose of discussing personnel, Banach seconded and the motion was passed. Those in attendance were Mayor Shannon Fagan and Council members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. At 8:37 p.m. McKinney moved to return to regular session, Munson seconded and the motion was passed. Munson moved to rehire Kaben Picket, Eckerley Pickett and Hayden Crowe and give them each a \$1.00 raise over the prior year and to hire Regin Stewart at a rate of \$12.00 per hour, McKinney seconded and the motion was passed. Mayor Fagan noted that Public Works Supervisor Acord could use either Kaben Picket or Hayden Crowe as needed for help with maintenance.

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CORRESPONDENCE:

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

USFS-LaVa Information-via email

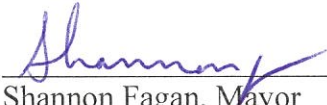
WAM Resolutions-via email

Carbon County Flood Insurance Rate Map Adoption meetings- via email

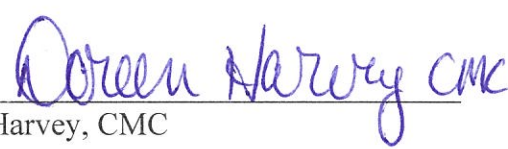
With no further business, McKinney moved to adjourn at 8:38 p.m., Munson seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: June 13, 2024



Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC
Clerk/Treasurer