

Town of Encampment
Regular Meeting
June 13, 2024
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday June 13, 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; Trevor Vorn and Clinton Blake, Maintenance/Operators and Martha Ralston, Deputy Clerk. Public Guests were Wyatt Craig from Mother Mountain Anglers and Samatha Buffington of the Carbon County Rubber Check Race. Audience members were Ted Benedict, Jeb Steward, Merle Van Orden and Jon Nelson of North Fork Engineering.

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

Mayor Fagan opened the meeting and asked for a moment of silence in honor of Cowboy Billy O. Wadsworth who passed away recently.

AGENDA

Munson moved to approve the agenda with the addition, McKinney seconded and the motion was passed.

MINUTES

Reichert moved to approve the minutes of the May 09, 2024 regular meeting and the May 29, 2024 public meeting as distributed, Banach seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey advised that at 91.63% of the budget year, revenues were at about 109.71% of budget and expenses were at 85.2%. She noted that the figures will be adjusted with the budget amendment. Munson moved to approve the May 2024 financial statement, the May 2024 payroll and contracted liabilities in the amount of \$24,551.36, late monthly bills in the amount of \$16,789.49 and the regular monthly bills in the amount of \$45,913.86, Banach seconded and the motion was passed.

307 Pub & Grub, LLC \$225.09
AT&T Mobility \$8.14
Blue-Cross/Blue-Shield of WY \$6,284.67
Carbon Power & Light \$3,587.62
Corkle Oil, LLC \$1,327.00
Dearborn Life Ins. Co. \$49.50
Evergreen Disposal \$22.50
Grainger, Inc \$60.06
Hamilton, Cindy \$500.00
McMaster-Carr \$416.65
North Fork Engineering \$8,631.40
North Park Propane \$550.00
ODP Business Solutions \$67.66
One-Call of Wyoming \$9.00
Plattoga Holdings, LLC \$9,990.54
Posey Wagon Portable Toilet \$60.00
Power Service, Inc \$559.41
Quill Corp \$134.07
Riverside Garage & Cabins \$278.52
Rocky Mtn Air Solutions \$144.40
Russell Industries, Inc \$109.91

Saratoga Sun \$226.00
Shively Hardware Co. \$711.20
Soderberg Logging \$200.00
Sunrise Sanitation \$25.00
Team Lab \$1,713.50
Union Wireless \$506.74
Union Wireless, Misc. \$429.00
UPRSWDD \$8,532.25
US Postal Service \$280.00
Visa \$152.28
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$45,913.86

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$75.28
Workers Compensation \$501.56
WY Retirement System \$3,534.56
WY Retirement- VFD \$318.75
US Treasury \$2,145.32

US Treasury \$2,203.52
Net Payroll \$15,772.37
TOTAL \$24,551.36
LATE MONTHLY BILLS
Jackson County Sign \$720.00
Motorola Solutions \$1,807.93
North Fork Engineering \$1,865.40
Thatcher Chemical \$1,663.72
Xesi Office Solutions \$40.89
Adapeo \$10,019.68
Erickson & Roberts \$369.50
Katrina Nuhn \$302.37
Total \$16,789.49

PUBLIC GUESTS

Wyatt Craig- Mother Mountain Anglers: Mr. Craig noted that he wanted to bring to the attention of the town council that they only had bathrooms at the park for about an hour at the June 1st event, and that they had backed up again the following weekend during another event. He also noted that the 2nd annual fireworks ball was a great success and he presented the town with the \$4,020.00 that was collected at the event. The council was pleasantly surprised at the amount that was collected. Mr. Craig was profusely thanked for the efforts of Mother Mountain Anglers.

Sam Buffington- Carbon County Rubber Check Race: Ms. Buffington was present to advise the council that she was putting on the Carbon County Rubber Check Race at the Lions Arena and that the proceeds will benefit Carbon County Search and Rescue. She asked if they could use the town water truck, driven by Fire Department member Trevor Vorn to water down the arena beforehand, in order to keep the dust down. Mayor Fagan asked about the date and time of the event. Ms. Buffington noted that it will be held June 29th with the sign-up beginning at 3:00 p.m. She noted they would like to water the arena twice, unless it rains. Banach moved to allow the use of the truck to be driven by Trevor Vorn, Reichert seconded and the motion was passed.

UNFINISHED BUSINESS

Sewer Lagoon Project- Phase 2- Update: Mr. Nelson reported that the application for the SRF Grant has been completed and submitted. He brought a hard copy and a zip drive of the documents to the clerk. He noted that there were some preliminary questions and that there may be more to address as the application is being reviewed.

PUBLIC HEARING FY2023-2024 Budget Amendment and the FY2024/2025 Budget:

At 7:08 p.m. Mayor Fagan opened a public hearing for the purpose of taking public comment on the FY2023/2024 Budget Amendment and the FY2024/2025 Budget. Clerk/Treasurer Harvey noted that the Budget Amendment includes revenue and expenses of \$4,381,238.52 and the FY2024/2025 Budget includes revenue and expenses in the amount of \$2,199,292.90. Hearing no comment from the public on either budget, the public hearing was closed.

FY2023/2024 Budget Amendment 3rd & Final Reading-Revenue/Expenses \$4,381,238.52: Banach moved to approve the 3rd & Final reading of the FY2023/2024 Budget Amendment as presented, Reichert seconded and the motion was passed.

FY2024/2025 Budget- 3rd & Final Reading- Revenue/Expenses \$2,199,292.90: McKinney moved to approve the 3rd & Final reading of the FY2024/2025 Budget as presented, Munson seconded and the motion was passed.

COMMITTEE REPORTS

Police Department- Kevin Shue, Chief: A written report was submitted. Mayor Fagan noted that she had attended the dispatch meeting between Saratoga Dispatch, Rawlins Police Department and the Sheriffs Office and that they are contemplating a unified, combined dispatch center at the county. Saratoga anticipates it will be six months to two years to get everything transferred, likely on the short side of that. Chief Shue noted that he is awaiting the delivery of new radios. All pagers a radio will need to be reprogrammed. This will not happen before the new dispatch contract goes into place.

06-13-2024toe.min

P.3

The contract was written with an 'out' clause and unused fees will be prorated and refunded. Saratoga is facing one-million-dollar equipment upgrade, is also providing salary and benefits and struggling to keep staff. Carbon County and RPD have new equipment and the room to house it. It will eventually be a stand-alone entity with a board. The council thanked Chief Shue for the update.

Fire Department: Clerk/Treasurer reminded the council of the Pancake Breakfast at 7:00 a.m. on Saturday. Councilman Banach reminded the council of the parade as well.

Planning Commission: Minutes of the previous minutes were distributed.

Department of Public Works: A written report was submitted. Mayor Fagan introduced new Maintenance/Operator Clinton Blake to the council and welcomed him aboard. Public Works Supervisor Acord noted that he had met with Aaron Spenny from WYDOT on their upcoming project. Banach noted that he read through the packet and did not have any questions at this time. Acord was thanked for the information. Mayor Fagan noted that the Town would be getting some bear proof receptacles donated and would be putting them in place.

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

Recreation/Cemetery/Parks: No Report.

Carbon County Council of Governments: No report.

Watershed Protection Committee: May Fagan noted that the S.E.R.C.D. should have begun their testing in May. There were no other updates.

ADDITIONS TO THE AGENDA

Handled under Public Guests.

NEW BUSINESS

Resolution #2024-05- Establishing a Change in the Water Rate Billing Practice-Effective July 01-2024: A Resolution was presented changing the base gallons from 10,000 gallons to 7,000 gallons and adjusting the billing tier from a graduated tier to \$3.50 per 1,000 gallons over the allotted base as previously discussed by council. Banach asked to clarify that the residential \$91.00 rate would not change unless the consumer went over the 7,000-gallon base. Clerk/Treasurer Harvey noted that he was correct, but that it would be increasing \$3.00 for sewer. Reichert moved to approve Resolution #2024-05 establishing a change in the water billing structure effective July 01, 2024, Munson seconded and the motion was passed.

Resolution #2024-06- Establishing an Increase in Sewer Rate- Effective July 01, 2024: Clerk/Treasurer Harvey presented a Resolution changing the sewer rate from \$23.00 to \$26.00 effective July 01, 2024 as previously discussed by council. Reichert moved to approve Resolution #2024-06 Establishing an increase in the sewer rate from \$23.00 to \$26.00, McKinney seconded and the motion was passed.

Malt Beverage Permit-307 Pub & Grub-Rubber Check Race- Lions Arena- June 29th: Banach moved to approve the malt beverage permit for the event, Reichert seconded and the motion was passed.

Purchase and Reimbursement of Community BBQ- Non-Perishables: Clerk/Treasurer Harvey noted that if she had time she would like to purchase and be reimbursed for some of the community BBQ non-perishables before the end of the budget year. Munson moved to allow the clerk to purchase up to \$750.00 worth of supplies and be reimbursed before June 30th, Banach seconded and the motion was passed.

Jim Ramirez-Status of Removal of Partially Constructed Encroachment: Council noted that prior to contacting the attorney a curtesy letter would be sent asking them to remove the encroachment before August 31, 2024.

Fireworks Purchase- Donations plus Budget- Doug Russell Supervise at \$150.00: Clerk/Treasurer Harvey noted that there were \$287.60 of donations in the office and that the council had at least \$1,500.00 in the budget for the fireworks purchase. She asked if Doug Russell would be at the same rate. Discussion ensued with Munson advising that Doug Russell was still happy with the \$150.00 supervisor fee. Munson moved to spend \$5,500.00 on the purchase of fireworks and allocate \$150.00 for Doug Russell to supervise, McKinney seconded and the motion was passed.

Property Insurance Renewal- Wyoming Association of Risk Management- \$22,330.37 payable in July: Clerk/Treasurer Harvey noted that the statement of values had been emailed to the council a few weeks back. She noted that the amount is high, but is where we were headed before we were unable to get a carrier to place a bid. Reichert moved to approve the renewal of the property insurance through the Wyoming Association of Risk Management, McKinney seconded and the motion was passed.

Cheyenne Board of Public Utilities- Memorandum of Understanding-Review: Clerk/Treasurer Harvey noted that the only concern the attorney expressed was the jurisdiction for any disputes would be in Cheyenne. The council had no concerns. The clerk noted that she would advise Mr. Bassett and get a final draft of the agreement.

Jones-Simkins- Letter of Engagement for Audit Services- Estimate \$16,500.00: Clerk/Treasurer Harvey advised that they were a pleasure to work with and that she would be happy to utilize them again. Reichert moved to approve the letter of engagement with Jones-Simkins as presented, McKinney seconded and the motion was passed.

Discover Carbon County Grant Contract-Music in the Park Advertising- \$959.61: Munson moved to approve the contract for the Carbon County Visitors Council grant in the amount of \$959.61, Reichert seconded and the motion was passed.

Carbon County Visitors Council At-Large Member- Recommendation- John Farr: Munson noted that he seems to enjoy service on the board and does good work. Reichert moved to approve the recommendation of John Farr to the at-large seat on the Carbon County Visitors Council, McKinney seconded and the motion was passed.

WARWS- Mini Conference-Kemmerer- Clinton Blake-Lodging \$123.00 plus Expenses: The training conference is July 17th & 18th. Banach moved to approve the attendance to the conference and cover expenses, Reichert seconded and the motion was passed.

Porta Potty Request for Pickle Ball Court: It was noted that the RV park was likely close enough and at \$60.00 a month it was questioned whether or not the expense was justified for 10-12 people, or if one could be set and serviced safely. It was noted that the players should plan ahead. Maintenance Operator Vorn noted that rebar could be used to stabilize it if needed. It was noted that the school will be open in September. Banach moved to set one through the end of August at a cost of \$60.00 per month, Munson seconded and the motion was passed with Reichert voting no.

Flood Insurance Risk Map-Final Decision on Adoption: Mayor Fagan, Councilwoman Munson and Clerk/Treasurer Harvey had each watched the video presentation on the matter. Encampment did not adopt the map initially. The power point and bullet point notes were distributed to the council by the clerk. Munson noted that she had been through the process when she worked for the Town of Riverside. Reichert noted that he did not like the idea that someone could be forced to by flood insurance. Mayor Fagan noted that she thought the council needed to think on the matter and asked that the matter be postponed to the next meeting for decision.

Executive Session-Personnel/Possible Litigation: At 7:40 p.m. McKinney moved to go into executive session for the purpose of discussing both personnel and possible litigation, Munson seconded and the motion was passed. Those in attendance were Mayor Shannon Fagan, Council members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert. Also included were Clerk/Treasurer Doreen Harvey, Jon Nelson from North Fork Engineering and Jeb Steward. At 8:22 p.m. Jon Nelson and Jeb Steward exited the session. At 8:30 p.m. Clerk/Treasurer Harvey exited the session. At 8:37 p.m. Banach moved to return to regular session, Munson seconded and the motion was passed. Munson moved to have the clerk draft a letter to the State Engineers Office, McKinney seconded and the motion was passed.

CORRESPONDENCE:

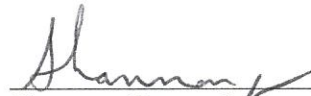
CCEDC, CCSPTJPB, CCCOG, CCVC (DCC); CCEDC; SCWEMS, SPVCC, UPRSWDD, WAC; WAM, WARWS, info and news letters
USFS-LaVa Information-via email
Carbon County Flood Insurance Rate Map Adoption meetings- via email
211 Wyoming Gives- Via Email
Wyoming Class-Investment Information
Platte Valley Arts Council-Silent Auction during Festival of Arts July 5th - 7th
Wyoming Community Foundaton-GEOH Endowment Fund

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

Doreen Harvey, CMC
Clerk/Treasurer

Approved: July 11, 2024

Attest: 
Doreen Harvey, CMC, Clerk/Treasurer


Shannon Fagan, Mayor