

Town of Encampment  
Regular Meeting  
July 11, 2024  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday July 11, 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; Bill Acord, Public Works Supervisor and Trevor Vorn and Clinton Blake, Maintenance/Operators. Pubic Guests were Charles Jeter and Rachel Marshal, Kingsley Brown and Jake Hubbs. Audience members were Ted Benedict, Pat Bromley, Dustin Buffington, Merle Van Orden, Owen Tanner of the Saratoga Sun and Jon Nelson of North Fork Engineering.

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

**AGENDA**

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

**MINUTES**

Reichert moved to approve the minutes of the June 13, 2024 regular meeting as distributed, Munson seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey advised that WYOSTAR interest had just posted and that an outside reconciliation had been done. The final YTD Budget Comparison was on the table. At 100% of the budget year, revenues were 105.42% of budget and expenses were at 80.79%. Munson moved to approve the June 2024 financial statement, the June 2024 payroll and contracted liabilities in the amount of \$29,026.10, late monthly bills in the amount of \$9,900.10 and the regular monthly bills in the amount of \$54,451.69, McKinney seconded and the motion was passed.

Big Bale Company \$237.34  
Blue-Cross/Blue-Shield of WY  
\$6,284.67  
Bridger Fabrication, LLC \$39.22  
Carbon Power & Light \$3,239.40  
CNA Surety \$362.50  
Corkle Oil, LLC \$770.00  
Evergreen Disposal \$22.50  
McMaster-Carr \$339.04  
North Fork Engineering \$3,403.27  
Northwest Colo. Auto & Truck Parts  
\$118.90  
ODP Business Solutions \$250.93  
Olde Trading Post, LLC \$67.85  
One-Call of Wyoming \$8.25  
Perue Printing \$116.95  
Posey Wagon Portable Toilet Svc  
\$120.00  
Quill Corp \$114.96

Radar Shop, Inc \$91.00  
Riverside Garage & Cabins \$33.09  
Rocky Mtn Air Solutions \$148.68  
Saratoga Sun \$420.00  
SCWEMS \$3,842.00  
Shively Hardware Co. \$328.89  
Sunrise Sanitation \$25.00  
Union Wireless \$506.85  
Union Wireless, Misc. \$256.00  
UPRSWDD \$8,726.64  
US Postal Service \$1,053.60  
Visa \$117.96  
WAM \$626.24  
WAMCAT \$75.00  
WARM Property Ins. Pool \$22,580.37  
Xerox Financial Services \$91.75  
Xesi Document Solutions \$32.84  
TOTAL \$54,451.69

**PAYROLL & CONTRACTED  
LIABILITIES**  
AFLAC \$75.28  
Workers Compensation \$589.51  
WY Retirement System \$3,252.38  
WY Retirement- VFD \$337.50  
US Treasury \$2,562.34  
US Treasury \$2,399.58  
Net Payroll \$19,809.51  
TOTAL \$29,026.10  
Late Monthly Bills  
Jade Blake \$2,850.00  
Corkle Oil \$886.50  
Melchior Brothers DBA \$5,500.00  
Town of Saratoga \$210.00  
Doreen Harvey \$263.56  
AT&T Mobility \$40.04  
Doug Russell \$150.00  
TOTAL \$9900.10

**PUBLIC GUESTS**

Charles Jeter and Rachel Marshal: Mr. Jeter and Ms. Marshal were present to introduce themselves to the council and advise them of options they would like to consider for a parcel of property they have purchase on the south end of town. They have purchased Block 143. Ms.

Marshal is a psychology trauma therapist. Mr. Jeter advised that I was their hope that in a few years when issues around water, sewer and irrigation were solved, they hoped to do the town some good. They would like to see the property along the highway on the south end of town rezoned commercial. Both of them have ties to small towns in Colorado and they would like to help preserve the culture of the community while doing things that would help students return here after college and help the kids that are here. The possibilities of a trauma related center and the possibility for other business development and ideas were noted. They are working on the details. The council thanked them for taking the time to introduce themselves noting that it was nice to meet them.

Trevor Vorn- Dusty Buffington: Search and Rescue representatives Trevor Vorn and Dusty Buffington were present to thank the Town for the use of the water truck. Mr. Vorn advised that the Carbon County Rubber Check Race raised \$3,000.00 for donation to Carbon County Search and Rescue. He thanked Mayor Fagan and Public Works Supervisor Bill Acord for helping out. The council offered their congratulations on the event and thanked them for doing a good job.

### **UNFINISHED BUSINESS**

Sewer Lagoon Project- Phase 2: Mr. Nelson advised that after providing some last-minute information all indications were that the loan application is complete. The next step will be the SLIB meeting in October. He advised that he would like to begin the design phase this week. He will be meeting with suppliers, structural, architectural, mechanical and HVAC. He advised the council that he would like to set a workshop with them to discuss details such as footprint, location and scope of the project. He distributed a basic schematic and noted that dimensions and aesthetics would need to be discussed. Also controls, alarm set points, high/low temperature alarms and whether or not to bury the header would need to be discussed. Automatic blowby controls, instrumentation, road base, fencing and placement of gates. Baffle locations, location of building on cell which could affect electrical cost and other items will also be discussed. It was agreed to set a workshop for noon on July 18<sup>th</sup> at the town hall for the project scope discussion. Mr. Nelson noted that he hoped to have final design before Thanksgiving and take action to advertise for bid at the December meeting.

FEMA Flood Insurance Risk Map- Final Decision on Adoption: Mayor Fagan asked the council if they had time to further review the information and what their thoughts were on the adoption of the map. Banach noted he did not believe the Town needed to worry about the issue due to elevation. Reichert said no, that things should be left as is. The remaining council agreed not to adopt the map and no further action was taken. Clerk/Treasurer Harvey will notify FEMA.

### **COMMITTEE REPORTS**

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

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

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Department of Public Works: A written report was submitted.

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 next Wednesday in Sinclair at 6:00 p.m. if anyone else is interested in attending.

Watershed Protection Committee: It was noted that the SERCD is on their third round of sampling in the watershed.

UPRSWDD-Operators Report: Councilwoman Munson noted that several people including Levi Wood from Game & Fish and Riverside residents did not know that they were already accepting carcasses at the landfill under conditions and that it will be staying as it is. They will continue with education on the issue. It was clarified for councilman Reichert that there would be no dumpsters placed.

#### **ADDITIONS TO THE AGENDA**

Purchase of Postage- \$1,053.60: Clerk/Treasurer Harvey noted that postage would be increasing again on July 14<sup>th</sup> and that the post office had limited quantities available. She advised the council that she would like to purchase what she could. Banach moved to approve \$1,053.60 for the purchase of postage, Reichert seconded and the motion was passed.

#### **NEW BUSINESS**

Corey Waller & the Wicked Things- Final Payment for Band: Mayor Fagan noted that the balance due for the band is \$3,000.00. Clerk/Treasurer Harvey noted that the CCSD#2 Rec Board grant would likely cover the expense. Munson moved to approve the payment in the amount of \$3,000.00, Banach seconded and the motion was passed.

Community BBQ August 3<sup>rd</sup>- Purchase of Food: Clerk/Treasurer Harvey noted that she had not had time to get a hard quote but that up to \$1,800.00 should cover it. McKinney moved to approve up to \$1,800.00 for food for the BBQ, Munson seconded and the motion was passed. Mayor Fagan asked the council who would be present for the event. Banach noted that he would not.

Radio Advertising for Music in the Park- \$571.00- CCVC Grant Expense: Munson moved to approve \$572.00 for the radio advertising for the event, McKinney seconded and the motion was passed.

Street Encroachment Discussion- 822 McCaffrey Avenue: Mayor Fagan noted that there was a portion of a garden in the street and that the area presented an ongoing drainage issue. She noted that the public works department will be widening the street. The council agreed that the action was necessary. The clerk was instructed to send a letter to the Dickenson's advising them about

the intended widening. It was noted that there would likely be another council meeting before the project started if they would like to talk to the council on the matter.

1005 Lomax Avenue- Tap Application: Mr. Kingsley was present and advised the council that there used to be a home on the site that burned down decades ago. He noted that the sewer main was across Ninth Street and that the neighbor to the east has a tap into it. Discussion ensues about the size of the main likely being six inches. Public Works Supervisor Acord noted that it would be an extremely long service line and that it would all be the owner's responsibility. The grade is all downhill and there is no manhole. Water is in Ninth as well. Clerk/treasurer Harvey noted that the previous owner had paid a water and sewer bill for decades because there had been a structure there. It was noted that DEQ did not like services with a manhole. Mr. Brown noted that he would like to begin dirt work and to see what he has and would like to separate water and sewer. He is aware he needs to pay for equipment. Banach moved to approve the tap application with the understanding that the service lines were all property owner responsibility, Munson seconded and the motion was passed.

Reserve Transfer Recommendations: Clerk/Treasurer Harvey presented a list of recommended transfers to the council. She advised them that with the exception of water, sewer and mosquito abatement, the transfer amounts were up for discussion. Munson moved to allow the clerk to transfer \$31,311.10 to the Water Fund; \$6,704.92 to the Sewer Fund; \$10,000.00 each to the Truck Fund, Equipment Replacement Fund and GEOH Fund; \$25,000.00 to the Fire Department Equipment Fund; \$4,000.00 to the Park Safety Fund; \$5,000.00 to the Cemetery Fund; \$18,723.71 to the ERVFD Fund; \$10,977.42 to the Mosquito Abatement Fund and \$250,000.00 to the General Fund Reserve as presented, Banach seconded and the motion was passed.

Sign/Barricade Purchase Estimates: Public Works Supervisor Acord noted that he wanted to replace faded stop signs and needed better road closure barricades as people were driving through the barrels during the black powder shoot. Barricades should stop that. Banach moved to approve the purchase at an estimated cost of \$1384.41, McKinney seconded and the motion was passed.

Sprinkler Warehouse Purchase- Irrigation Supplies: An estimate of \$543.90 was presented for depleted supplies. Clerk/Treasurer Harvey noted that the amount was in the budget and asked the council to consider approving up to \$1,000.00 in case more was needed. Banach moved to approve up the \$1,000.00 for the purchase of irrigation supplies, Reichert seconded and the motion was passed.

Water Plant Compressor- Repair vs. Replace: Estimates for repair at \$3,669.93 and replacement for \$7,597.55 were presented. Public Works Supervisor Acord indicated to the council that he was comfortable servicing the unit. Banach moved to approve the repair of the unit at an estimated cost of \$3,699.93, Reichert seconded and the motion was passed.

Meter Pit Purchases: Public Works Supervisor Acord noted that he would like up to \$3,000.00 to purchase two meter pits and supplies. One for use and one to have on hand. McKinney moved to approve the purchase, Banach seconded and the motion was passed.

Mike Wade Cabins- Abandonment of Services: Clerk/Treasurer Harvey noted that Mr. Wade had asked to abandon three of the four services on one tap. She noted that it was a different situation than abandoning a tap as she did not get the impression the buildings would be demolished. Reichert noted that perhaps the service lines could be cut or capped to ensure they would not be utilized in the future. The council instructed the clerk to write Mr. Wade a letter inviting him to the next council meeting to discuss the issue.

Executive Session- Contract Negotiation- Executive Session Personnel: At 7:45 p.m. McKinney moved to go into executive session for to discuss contract negotiations and personnel, Reichert seconded and the motion was passed. Those in attendance were Mayor Shannon Fagan, council members Stas Banach, Ashley McKinney, Susan Munson and Steve Reichert and Jake Hubbs from H&H Services. Mr. Hubbs exited the session at 8:05 p.m. At 8:20 p.m. McKinney moved to return to regular session, Munson seconded and the motion was passed.

Munson moved to release Jake Hubbs & H&H Services from their lease for the mill site and trade out the two log decks in lieu of the pump he replaced on equipment, Reichert seconded and the motion was passed.

Munson moved to give the regular town employees a \$1.00 an hour wage increase across the board with the exception of new employee Clinton Blake, Banach seconded and the motion was passed.

**CORRESPONDENCE:**

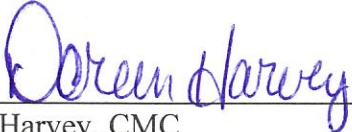
**CCEDC, SCWEMS, SPVCC, UPRSWDD; WAC; WAM, WARWS, WYDOT info and news letters**

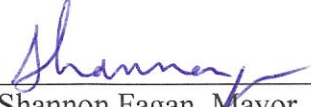
**USFS-LaVa Information-via email**

With no further business, Banach moved to adjourn at 8:23 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: August 08, 2024

Attest:   
Doreen Harvey, CMC  
Clerk/Treasurer

  
Shannon Fagan, Mayor