

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

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday August 08, 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 Martha Ralston, Deputy Clerk. Public Guests were Heidi Sifford, SMLI the Divide; John Rutherford, Cory Nuhn and Homer Beach representing the Carbon County Fire Protection District and Penny Layman, SCWEMS. Audience members present were Kingsley Brown, Ted Benedict 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, Reichert seconded and the motion was passed.

MINUTES

Munson advised the clerk that there were a couple of typos in the minutes. Reichert moved to approve the minutes of the July 11, 2024 regular meeting as corrected, Munson seconded and the motion was passed.

FINANCIAL STATEMENT/MONTHLY BILLS

Clerk/Treasurer Harvey noted that WyoStar interest had not posted yet. She advised that at 8.33% of the budget year, revenues were at about 5.4% of budget and expenses were at 4.35%. She advised that there would likely be late bills due to the meeting falling early in the month. McKinney moved to approve the July 2024 financial statement, the July 2024 payroll and contracted liabilities in the amount of \$32,099.56, late monthly bills in the amount of \$12,262.45 and the regular monthly bills in the amount of \$42,256.13, Munson seconded and the motion was passed.

21st Century Equipment \$314.78
AT&T Mobility \$40.04
Big Bale Company \$10.85
Black Mountain Software, Inc \$2,604.20
Blue-Cross/Blue-Shield of WY \$6,284.67
Carbon County Comet \$108.00
Carbon Power & Light \$3,256.20
Econo Signs, Llc. \$918.11
Evergreen Disposal \$22.50
Grainger, Inc \$260.26
Harvey, Doreen \$62.67
Jackson County Star \$200.00
Karl's Auto Repair \$870.00
KTGA/KBDY \$572.00
McMaster-Carr \$109.23
North Fork Engineering \$3,368.60
Northwest Contractors Supply \$2,664.22
Nuhn, Katrina \$143.77
Olde Trading Post, LLC \$1,234.02
One-Call of Wyoming \$4.50
Perue Printing \$43.75
Pine Lodge \$374.60

Posey Wagon Portable Toilet Svc
\$580.00
Rocky Mtn Air Solutions \$144.40
Saratoga Sun \$96.00
SC Supply Company, LLC \$501.40
Sunrise Sanitation \$25.00
Thatcher Company \$4,622.79
Uline \$96.02
Union Wireless \$506.25
UPRSWDD \$10,569.50
USA BlueBook \$379.54
Valley Foods \$179.70
Visa \$966.81
Xerox Financial Services \$91.75
Xesi Document Solutions \$30.00
TOTAL \$42,256.13

**PAYROLL & CONTRACTED
LIABILITIES**
AFLAC \$75.28
Workers Compensation \$603.85
WY Retirement System \$3,821.44

WY Retirement- VFD \$337.50
US Treasury \$2,895.44
US Treasury \$2,781.46
Net Payroll \$21,584.59
TOTAL \$32,099.56

LATE BILLS
Visa \$116.26
Old Trading Post \$262.31
Rocky Mtn Fire Systems \$360.00
Saratoga Feed & Grain \$80.00
Town of Saratoga \$7,500.00
WYDOT \$180.00
Clinton Blake \$436.82
AT&T Mobility \$40.04
Riverside Garage \$287.02
Atomic Music Group \$3,000.00
TOTAL \$12,262.45

PUBLIC GUESTS

Heidi Sifford- SMLI the DiVide: Ms. Sifford was present to ask the council permission for the closure of Emerson Blvd. between McCaffrey Avenue and the alley and for the use of the stage for the August 9th event featuring the band Thunder and Rain. She apologized for the short notice for the last event, citing an internal communication error between herself and another employee about the dates. She noted that the music would be from about 5:00 to 9:00 p.m. It will be free to the public and that it is a family friendly with something for the kids to do as well. She advised that they have an alternative plan if the council did not want to grant the request. McKinney advised that the council would appreciate being asked earlier in the future. The council verified that Police Chief Shue was okay with the closure. Munson moved to allow the closure of Emerson Blvd. between McCaffrey and the alley as well as the use of the stage, McKinney seconded and the motion was passed.

John Rutherford, Chief-Carbon County Fire Protection District: Mr. Rutherford along with Cory Nuhn, Fire Chief for Encampment and CCFPD Board Representative and Homer Beach, CCFPD Board Chairman were present to discuss a potential MOU between the Town of Encampment and the Carbon County Fire Protection District. Chief Rutherford noted that the district was in place as of July 1st and apologized for not coming to talk with the council earlier. He noted that with stations located at opposite ends of the county there was a logistical issue for response times. He presented what he termed as a 'simple contract' advising that Baggs and Medicine Bow have contracted with the district. He noted that the Town would have a choice as to whether or not to respond to an incident in the county, but that department would need to advise their intent. Once entered into the MOU if the town responded with qualified personnel the district would cover wages, trucks and personnel with funding from a wildland plan currently in place. The Town will also have the option to specify which units it would like to participate for reimbursement. The rates are taken from a state plan which is reviewed each year. He noted that the charge for apparatus is not a two-way plan. The county would not charge for use of their apparatus in-town on an incident. He noted that he has been reporting incidents on behalf of the Town of Encampment and that there are very few in-town incidents. He again advised the council that he wanted to come before them a long time ago, but that the formation of the district was a challenge. He noted that the burden would be on the Town to keep good records and to submit for reimbursement when eligible. Revenue could be put back into the budget for future fire department needs. Mayor Fagan noted that the council would like to have their attorney review the document. The council asked Encampment Fire Chief Nuhn for his opinion. Nuhn advised that he feels good about the agreement noting that the rescue unit will likely see the most use. He also noted that at least one truck is left in town during an incident and that it is generally the Town truck. Mayor Fagan also asked if the Chief or incident commander would need to specifically call for county fire on an in-town incident. Chief Nuhn noted that it was a given that the call is always placed on a structure fire. Chief Rutherford advised that there is little change to the existing processes. He noted that the biggest change will eventually be the dispatch services and that no matter which agency received a 9-1-1 call, dispatch would page the correct agency. Councilman Banach noted that he was in favor if Chief Nuhn was comfortable with it. Councilwoman Munson asked how the agreement was different from current practices. Chief Nuhn noted that basically the ability to charge the district for use of our equipment was the only difference. Mayor Fagan noted that the Town would submit the contract to the attorney for review. The council thanked the representatives for taking the time to attend the meeting. If no changes are necessary, the contract should be executed at the September 12th meeting.

In other matters, Mayor Fagan asked for the best way to arrange to drop drinks, food or snacks off on local incidents without having to run them to Rawlins, creating the need for them to be returned to the area. Chief Rutherford advised that she could talk to the Incident Commander or whoever is in charge of logistics on the incident to see how best they could be helped. He noted that random drop-offs can sometimes result in wasted food, but that water is always welcome. The council thanked him again for the information.

Penny Layman-SCWEMS Representative: Ms. Layman was present to update the council on recent board activities as reported to them via email. She also verified that they have received a copy of the new budget. She noted that there was an ambulance on order that they have a 60% grant for. The intent is to retire one of the ambulances that is costing a lot in maintenance and repairs. The match amount was unknown, possibly \$25,000.00. She noted that the land that was being considered in Hanna for purchase from Union Pacific could not be subdivided. They could not sell parcels to offset the cost. They are back in touch with CRB#2 on a purchase. They may have to delay a year as the budget is for the bare necessities this year. If it goes forward, they may be able to do ground work and utilities. Mayor Fagan asked if any testing of the ground on site needed to be done before building. Ms. Layman indicated that she did not know. They would be doing a Request for Proposal before the building. The council asked why they were moving out of the fire hall. Ms. Layman noted that they wanted to move out of the fire hall because there were no showers or no place to sleep if someone were unable to go home. The council thanked her for the update.

UNFINISHED BUSINESS

Sewer Lagoon Project Phase 2-Design Workshop Update: Mr. Nelson presented the council with a basic drawing of the building that would house the blowers and be used for maintenance. He noted that the placement would be slightly different than initially discussed due to access and maintenance. He visited the site with Public Works and discussed the placement of the power pole and the fencing, gates and walk gates. The facility will be designed with maintenance and access by equipment in mind. The facility will be similar to the UV building in size and will be two feet longer in one direction. He also noted that the project will include a new water service accessed from the south end of the mill building to the headworks to provide a hydrant and a water source. The project will also include electrical controls, arms and set points for which he will be getting the input of design consultants. When asked, the council advised they had no questions at this point.

Mike Wade Cabins- Abandonment of Services: Clerk/Treasurer Harvey noted that she had not heard from Mr. Wade. Councilman Banach advised that Mr. Wade was in Cheyenne at the moment and is looking into other options. He understands that the issue is not simple.

Street Encroachment Discussion- 822 McCaffrey Avenue: Clerk/Treasurer Harvey advised that she had not heard from the property owner. A letter was sent to him offering him time to comment before the end of August when the project will be done. A copy of the letter was given to council.

COMMITTEE REPORTS

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

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Planning Commission: Minutes of the previous minutes were distributed.

Department of Public Works: A written report was submitted.

Clerk/Treasurer- Doreen Harvey, CMC: Clerk/Treasurer Harvey noted that her items were on the agenda.

Recreation/Cemetery/Parks: Clerk/Treasurer Harvey thanked the council and employees for all of their help with the BBQ. She noted that it was a good success. Mayor Fagan extended her thanks as well.

Carbon County Council of Governments: No report. The next meeting will be held in Hanna.

Watershed Protection Committee: Public Works Supervisor Acord noted that they are still sampling for the year.

UPRSWDD Operators Report: Councilwoman Munson noted that she would email the Operators report to the clerk for distribution to the council in the morning, as the meeting was just last night. The council thanked her for keeping them informed about activities.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

NEW BUSINESS

Property Lien Block 3 lots 22-24- Delinquent Utilities: Clerk/Treasurer Harvey advised the council that the property meets the criteria to have a lien placed for delinquent utilities. She noted that she would also like permission to contact the attorney to learn about eviction proceedings as the person residing in the home is showing no signs of leaving and the water is off. Munson moved to place a lien on the property in question and allow the clerk to contact the town attorney about the eviction process, Banach seconded and the motion was passed.

Winter Carnival January 24th & 25th, 2025: Clerk/Treasurer Harvey advised the council that Deputy Clerk Martha Ralston has submitted a grant to the Carbon County Visitors Council for the event. She noted that Alyx Munson has indicated that she is willing to continue as chair for the event. McKinney moved to approve up to 40 hours at \$15.00 per hour to rehire Alyx Munson as chair for the winter carnival event, Banach seconded and the motion was passed. Mayor Fagan thanked Deputy Clerk Ralston for writing the grant.

CCSD#2 Rec Board Grant Contract- \$10,345.00: Clerk/Treasurer Harvey noted that the grant helped to fund parks department wages, utilities for the opera house and the music in the park event. Reichert moved to approve the contract in the amount of \$10,345.00, McKinney seconded and the motion was passed.

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Wyoming Association of Risk Management- Cyber Coverage Follow up: Clerk/Treasurer Harvey noted that the Town was still waiting to install CrowdStrike, but that there has been no contact made recently. She noted that the property insurance company has sent an email to see if the council would like to review the cyber coverage. The council agreed that the coverage we have is okay for now.

Organizational Service Contracts- Sagebrush Senior Center \$1,250.00; Grand Encampment Museum \$1,200.00; Encampment Preschool \$1,250.00: Reichert moved to approve Organizational Service Contracts for the Sagebrush Senior Center in the amount of \$1,250.00; Grand Encampment Museum in the amount of \$1,200.00 and the Encampment Preschool in the amount of \$1,250.00 as budgeted, Munson seconded and the motion was passed.

Purchase of Refrigerator for Maintenance Shop: Mayor Fagan advised that during a recent training it was extremely hot and that there was nothing cold to offer the trainer or employees. She advised that she thought there should be a refrigerator at the maintenance shop. Possible cost was discussed. Reichert moved to allow up to \$1,500.00 for a basic refrigerator for the shop, Munson seconded and the motion was passed. If the amount is not sufficient the council will be contacted.

CORRESPONDENCE

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

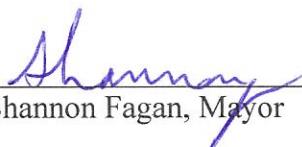
USFS-LaVa Information-via email

WY Community Foundation Annual Report

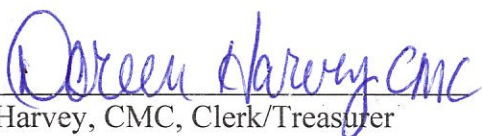
With no further business, Banach moved to adjourn at 7:50 p.m., McKinney seconded and the motion was passed.

Doreen Harvey, CMC
Clerk/Treasurer

Approved: September 12, 2024



Shannon Fagan, Mayor

Attest: 
Doreen Harvey, CMC, Clerk/Treasurer