

Town of Encampment  
Regular Meeting  
September 12, 2024  
7:00 p.m.

The Town of Encampment met in regular session at the Encampment Town Hall on Thursday September 12, 2024 at 7:00 p.m. with Mayor Shannon Fagan presiding. Council members present were Susan Munson and Steve Reichert. Town personnel present were Kevin Shue, Police Chief; Doreen Harvey, Clerk/Treasurer; Bill Acord, Public Works Supervisor; Trevor Vorn, Maintenance/Operator and Martha Ralston, Deputy Clerk. Public Guest was Dale Davis. Audience members were Gary Stull, Ted Benedict, Liz Wood of the Saratoga Sun and Jon Nelson of North Fork Engineering.

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

**AGENDA**

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

**MINUTES**

Clerk/Treasurer Harvey noted that she had been advised of the typos by Deputy Clerk Ralston and Councilwoman Munson. Munson moved to approve the minutes of the August 08, 2024 meeting as corrected, Reichert seconded and the motion was passed.

**FINANCIAL STATEMENT/MONTHLY BILLS**

Clerk/Treasurer Harvey advised that WYOSTAR interest had not posted. She noted that the bill for Power Service in the warrant register at \$4,719.49 exceeded the \$3,669.93 estimate that had been approved in July. Freight was not included in that estimate. She advised that the expense was an also unplanned repair and was not in the budget. She asked the council if they would consider approving that expense and designating reserves for the repair. Munson moved to approve the additional expense and designate reserve use, Reichert seconded and the motion was passed. Harvey noted that at 16.67% of the budget year, revenues were 13.25% of budget and expenses were at 7.66%. Munson moved to approve the August 2024 financial statement, the August 2024 payroll and contracted liabilities in the amount of \$27,833.23, late monthly bills in the amount of \$3,805.21 and the regular monthly bills in the amount of \$51,015.84, Reichert seconded and the motion was passed.

Big Bale Company \$108.18  
Blue-Cross/Blue-Shield of WY  
\$7,922.01  
Carbon County Clerk \$12.00  
Carbon Power & Light \$3,093.67  
Corkle Oil, LLC \$2,789.00  
Dearborn Life Ins. Co. \$49.50  
Energy Laboratories Inc. \$962.00  
Erickson and Roberts, LLC \$60.00  
Evergreen Disposal \$22.50  
Grainger, Inc \$103.00  
Harvey, Doreen \$169.24  
Jones-Simkins, CPA \$10,185.00  
McMaster-Carr \$84.01  
North Fork Engineering \$6,919.80  
Northwest Contractors Supply  
\$158.16  
Olde Trading Post, LLC \$123.34  
One-Call of Wyoming \$8.25

Posey Wagon Portable Toilet SVC  
\$180.00  
Power Service, Inc \$4,719.49  
Quill Corp \$431.53  
Rasmuson Furniture \$899.95  
Riverside Garage & Cabins \$198.68  
Rocky Mtn Air Solutions \$148.68  
Saratoga Sun \$235.20  
Shively Hardware Co. \$299.99  
Sunrise Sanitation \$25.00  
Taper, Jerry \$72.00  
Union Wireless \$505.85  
UPRSWDD \$8,683.00  
USA BlueBook \$1,509.06  
Visa \$141.00  
WAMCAT \$75.00  
Xerox Financial Services \$91.75  
Xesi Document Solutions \$30.00  
TOTAL \$51,015.84

**PAYROLL & CONTRACTED  
LIABILITIES**  
AFLAC \$75.28  
Workers Compensation \$518.55  
WY Retirement System \$3,700.45  
WY Retirement- VFD \$300.00  
US Treasury \$2,664.10  
US Treasury \$2,224.50  
Net Payroll \$18,350.35  
TOTAL \$27,833.23

**LATE BILLS**  
Carbon County Clerk \$12.00  
Encampment Preschool \$1,250.00  
GE Museum \$1,200.00  
Sagebrush Senior Center \$1,250.00  
Shively Hardware Co. \$61.26  
USA BlueBook \$31.95  
TOTAL \$3,805.21

## **PUBLIC GUESTS**

Dale Davis: Mr. Davis advised the council that he had attended the Fire Safety meeting at the opera house and had also spoken to the clerk about weeds around town. He noted that he was impressed by the participation by those present from area agencies, but that he wished more residents had known about it. He noted that wildfires driven by winds do not stop and that with the amount of weeds and vacant houses in town he has concerns. Mayor Fagan noted that the town has sent letters to property owners in the past but that the town cannot maintain private property. Mr. Davis advised that he would be willing to volunteer to help. Mayor Fagan noted that it would be great, if he gets permission from property owners. She advised that she did not think the Town could tell owners what to do, but that they could encourage them take care of the issue for health and safety reasons and to limit fire danger. She noted that generally, letters do not help with those that do not actually live here, but that the Town can send them out again. The council thanked Mr. Davis for his input.

## **UNFINISHED BUSINESS**

Sewer Lagoon Project- Phase 2 Update: Mr. Nelson advised that he was currently working on the design phase. He anticipates design to be at 95% by October 10<sup>th</sup> with the civil portion being at about 50% at that point. He noted that he hopes to have the plans submitted to DEQ by November 22<sup>nd</sup>. He suggested a workshop with council to discuss details. He noted that the State Lands and Investment Board will meet October 3<sup>rd</sup>, which is before the next council meeting. He anticipates the project to be on their consent agenda. If it is on that agenda there should be no need to travel to Cheyenne for the meeting. They should have a remote link for the meeting as we get closer. He will keep the council posted. He also noted that engineer Kassey Westring has also been in touch with Shawn King from DEQ. Mr. Nelson reiterated that a workshop was needed to get answers to design questions. He also noted that in April there was discussion about possible solar installation on the roof and asked if the council still wanted that to be part of the scope or just design the building so that it could be added at a later date. He also asked whether or not they wanted to include signage in project. Mayor Fagan noted that signage should be included. Public Works Supervisor Acord noted that he would need to look into required language for signage. The council agreed to hold a workshop October 10<sup>th</sup> at 5:30 p.m. prior to the regular council meeting in order to discuss project design details.

Street Encroachment Discussion-822 McCaffrey Avenue: It was noted that the Town had not heard from the property owner. Clerk/Treasurer Harvey noted that perhaps the area could be marked so that the owner had a clear understanding. Mayor Fagan noted that the property owner has been given enough warning. The council advised Public Works Supervisor Acord if he has his plan ready, to go ahead and widen the street.

Memorandum of Understanding- Carbon County Fire District: Councilman Reichert asked if everyone had seen the attorney comments. Clerk/Treasurer Harvey noted that the differences in sections that the attorney had questioned had to do with whether the personnel were acting on a town incident or a county incident. The official names and the schedule of Encampment vehicles would need to be added. She asked the council if they wanted to consider approving the

document and allowing Mayor Fagan to sign it when it was complete. Munson moved to enter into the Memorandum of Understanding with the Carbon County Fire Protection District and allow Mayor Fagan to sign the completed document, Reichert 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.

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 Hanna if anyone else is interested in attending.

Watershed Protection Committee: No report.

UPRSWDD-Operators Report: Councilwoman Munson noted that there was not much to report. The recyclables have been send out as well as e-waste. There were still lots of tires. She also noted that the DEQ inspection went well.

### **ADDITIONS TO THE AGENDA**

F-66 Census Report- Department of Audit: Clerk/Treasurer Harvey advised that she had sent the draft report to the Council at the End of August, but forgot to note it on the agenda for discussion. She noted that she had not had any questions from anyone prior to the meeting. Mayor Fagan noted asked the council if they were okay with submitting it. Reichert moved to accept the F-66 report as presented and to allow the clerk to submit it, Munson seconded and the motion was passed.

24 Hour Liquor Catering Permit- White Dog Liquors- September 19<sup>th</sup> Event: Clerk/Treasurer Harvey noted that the application had not been received in time for the council packet due to a mis-communication when she was not in the office. The applicant was incorrectly advised of the deadline. She noted that the business dinner will be held September 19<sup>th</sup> at the Platte Valley Community Center. Munson moved to approve the liquor permit for the event, Reichert seconded and the motion was passed.

### **NEW BUSINESS**

Ratify Purchase of Filter Skid for Water Plant- Film Tech Invoice \$90,880.00: Clerk/Treasurer Harvey noted that the invoice was \$880.00 more that the estimate in the budget. She noted that

an email had been sent to council when she realized that the item had been ordered before getting permission. She noted it was in the budget with the use of reserves for the purchase. Reichert moved to ratify the purchase at the amount of \$90,880.00 from the reserves advising that it should not happen again, Munson seconded and the motion was passed. Mayor Fagan noted that the matter had been dealt with.

Refund of Overpayment on Account Due to Sale of Property- Jerry Taper \$72.00:

Clerk/Treasurer Harvey advised that the owner of 408 McCaffrey Avenue had paid ahead on their utility bill and then sold their property. Reichert moved to refund the \$72.00 to the property owner, Munson seconded and the motion was passed.

Fire Department- Fire Prevention and Safety Education Supplies- Up to \$1,500.00:

Clerk/Treasurer Harvey advised that she did not have time to put a quote together as she had been out of the office, but that the purchase should be well below \$1,500.00 for the annual fire prevention and safety education expense from the ERVFD fund. Munson moved to approve up to \$1,500.00 for the expense, Reichert seconded and the motion was passed.

Retail Space Lease-Draft – Request for Proposals: Councilman Reichert noted that he did not think that the town needed to be in a hurry for this item and that he thought that the whole council should be involved in the process. The lease expires at the end of November. The council agreed to postpone discussion on the matter to the October agenda.

Removal of Property Lien- Block 3 lots 22-24-Paid in Full: Reichert moved to remove the lien on the property, Munson seconded and the motion was passed.

**CORRESPONDENCE:**

CCEDC, CCSPTJPB; SCWEMS, SPVCC, UPRSWDD; WAC; WAM, WARWS, WBC, WYDOT info and news letters  
WYOSTAR- Draft Rule Changes-via email  
UPRSWDD-Public Notice  
USFS-LaVa Information-via email  
WY Community Foundation  
WAM Region 6 Fall Meeting- September 16<sup>th</sup> in Rawlins  
Local Government Liability Pool Board Nominations  
Sierra Madre Muzzleloaders-Thank You  
State of Wyoming- Work Force Services-Workers Comp Rate Notice  
Governors Art Awards-WYO Arts Nominations  
DEQ-Notice of Request to amend the Choke Cherry and Sierra Madre Wind Project.

With no further business, Reichert moved to adjourn at 7:26 p.m., Munson seconded and the motion was passed.

Doreen Harvey, CMC  
Clerk/Treasurer

Approved: October 10, 2024

Attest: Doreen Harvey CMC  
Doreen Harvey, CMC Clerk/Treasurer

Shannon Fagan  
Shannon Fagan, Mayor